

## RMS VERSION 8.11 UPGRADE INFORMATION

Form Letters.....	2
Text Editor 2 .....	2
Size Limit .....	2
Housekeeping .....	2
Discounts .....	2
Transferring Transactions .....	3
Transaction Merging on Tax Invoices .....	3
Rev PAR & Rev POR.....	3
Field Maintenance.....	4
Credit Card Removal .....	4
RMSOnline Security Enhancement.....	4
Area Changes .....	4
Move Areas.....	4
One Area Multiple Categories.....	4
SMS Module .....	5
Property Details .....	5
RMS Client Number .....	5
Boom-Gate Module.....	5
RMS Minimum Hardware Specifications.....	5

## **Form Letters**

### **Text Editor 2**

The RMS Text Editor has been replaced with the new Text Editor 2 program.

If you currently use the Text Editor for your correspondence letters in RMS you will be required to re-create your correspondence letters in Text Editor 2.

Go to RMS Setup Menu > Setup Menu > General Information > System. On this screen choose the Text Editor 2 option. Sending your emails as PDF files is optional with Text Editor 2 however we do suggest that you choose this option.

PDF files for emailing means that your emailed correspondence letters will become attachments within the email sent. This ensures that the layout of your letter does not change during the email process and also ensures that the letter your guests are sent cannot be changed by the guest once received.

Further details on Text Editor 2 and how to use this feature can be found in the RMS Help Files (F1) under the category - Correspondence.

### **Size Limit**

All Form Letters entered into RMS now have a file size limit of 150KB. Therefore if you are inserting logos or images into your form letters, please ensure the file size of these images before inserting them into your form letter.

### **Housekeeping**

The housekeeping module of RMS has been re-written to provide full flexibility with bed configuration, linen requirements & tasks.

When upgrading the system will automatically transfer your current housekeeping settings into the new module, however you will need to print out the Quick Start to Housekeeping document which can be located [HERE](#).

### **Discounts**

Discount setup within RMS has been enhanced to allow the option to property managers on whether to include package components (including additional adults and children) in the percentage (%) of the discount.

If you wish to include package components in the discounted figure you must edit each of your discounts and choose this option.

From the Main Menu of RMS > Setup Drop Down Menu > Discounts > Choose Search. Edit each discount in turn and tick the option 'Include Package in Percentage Calculation' if desired.

Further information on Discounts can be found in the RMS Help Files (F1) under the category – Ancillary Setup.

## **Transferring Transactions**

Version 8.11 allows two ways in which to transfer transactions from one account to another.

1. Each account within RMS now has a button at the bottom of the screen named 'Xfer' this button allows you to transfer multiple charges from one account to another in one step. Further information on the Xfer button can be found in the RMS Help Files (F1) under the category -
2. Each account within RMS now has a balance transfer button – this button allows you to transfer all or part of the current account balance to another account within RMS. Further information on the Balance Transfer button can be found in the RMS Help Files (F1) under the category – Reservation/Client Accounts.

## **Transaction Merging on Tax Invoices**

This enhancement allows you to hide multiple transactions on an account under a defined description on the Tax Invoice.

Those changes merged will still apply to the account code they are assigned to.

Receipts cannot be merged.

An example on the use of this feature is where a guest has a mini bar charge and a restaurant chargeback on there account.

Both the mini bar and the restaurant charges can be merged together under the description of Restaurant.

Further information can be found in the RMS Help Files (F1) under the category - Reservation/Client Accounts.

## **Rev PAR & Rev POR**

We have added the calculation for Rev PAR & Rev POR into the Availability Chart, Occupancy Report & Night Audit Report.

Rev PAR – Revenue per Available Room

Revenue = Total Tariff (of areas booked) divided by Total rooms Available.

Rev POR – Revenue per Occupied Room

Revenue = Total Tariff (of areas booked) divided by Total rooms occupied.

### **Field Maintenance**

Further fields have been added into RMS in version 8.11.

If you do not wish to see these fields on your screen you are able to disable them using the Field Maintenance feature.

From the RMS Main Menu > Setup Drop down arrow > Field Maintenance; simply untick those fields you do not wish to use.

Fields may also be moved from this screen by choose the field you wish to move then selecting either the up or down arrow.

Further information on the Field Maintenance feature can be found in the RMS Help Files (F1) under the category – Ancillary Setup.

### **Credit Card Removal**

In keeping with up coming legislation changes RMS has now included the feature to automatically remove credit card details both;

1. X days after the guests departure, and
2. X days after a client record has been created.

Further information on the Credit Card Removal feature can be found in the RMS Help Files (F1) under the category – General Information > Options.

### **RMSOnline Security Enhancement**

If you do not wish to use the new RMSOnline allotment security, this can be disabled in the system. The security stops any channel manager or online agent E.g. RMS, Siteminder etc from being able to see the last physical room available in any category.

To turn this feature off;

From the RMS Main Menu > Setup Menu > Category/areas

Highlight the first Category in the list and choose the Category button at the bottom of the screen  
Choose Edit

The field on the top left of the screen 'No of Rooms to Hold from RMSOnline' – change this field to 0.

Save and Exit.

Now repeat the above steps for each Category in your system.

### **Area Changes**

#### **Move Areas**

To move an area from one category to another is now performed through the edit area screen.

Edit the area you wish to move, in the top right hand corner of the screen you will find a list of the categories in your system, tick the category to you wish to move the area to and remove the tick from the existing category then choose save.

#### **One Area Multiple Categories**

It is now possible to place a single area into multiple categories; where by a single area may become a one or two bedroom by simply locking off a bedroom.

When a reservation is made in one area, the other will be blocked out by a maintenance booking automatically.

### **SMS Module**

If you are using the SMS Module (txtr) in RMS then after upgrading you must go to the Setup Drop Down Menu > Multiple Properties. Edit your property name which you will find on the search screen, enter your designated mobile number into the field provided on this screen then choose Save and Exit.

### **Property Details**

To ensure that your properties correct ABN and Property contact details are correct go to the Setup Drop down Menu > Multiple Properties. Edit your property name which you will find on the search screen, enter any missing details including Address, ABN, Banking Details etc then Save and Exit.

### **RMS Client Number**

Your RMS Client Number is now displayed in the top right hand side of your RMS screens for your convenience.

### **Boom-Gate Module**

If you are using the RMS Boom-Gate Module, once you have upgraded you will be required to go to the Setup Drop down Menu > BoomGate Setup.

Using the drop down arrow to the right of Access No Slip, choose the form letter you wish to use for your Access Number forms.

Set the Default Expiry Time for your access numbers.

Set the Shared Data path for the Boom-Gates if you are using an external module.

Save and Exit.

### **RMS Minimum Hardware Specifications**

Please ensure that you check over our current RMS Minimum Hardware requirements. These can be found on our web page under the FAQ area or please click on the link below to load the document.

<http://www.rms.com.au/files/rmsfacts/RMS%20Setup%20help%20&%20Installing%20&%20Hardware%20Requirements/RMS%20for%20Windows%20Hardware%20Requirements.htm>