

# RSVP - RESERVATION SYSTEM

RSVP is reservation software for businesses and organizations that provide tours and special events. For many tour and event operators, the problems of a "pencil and paper" system or "hodgepodge" of applications for taking reservations are overwhelming. RSVP will handle all your reservation and operational needs. RSVP system highlights:

- ◆ **Scaleable**—Runs on a stand-alone workstation to a multi-user network environment.
- ◆ **Customizable**—Can be easily tailored to capture and display the information your organization needs.
- ◆ **Reporting**—Provides several standard reports and includes the capability to create custom reports.
- ◆ **Administration**—Easy to set up and maintain information for multiple types of tours and events.
- ◆ **Security**—Allows you to specify user access rights to every screen and report.
- ◆ **Documentation**—Complete and easy to understand User Guide, Technical and Database Documentation.

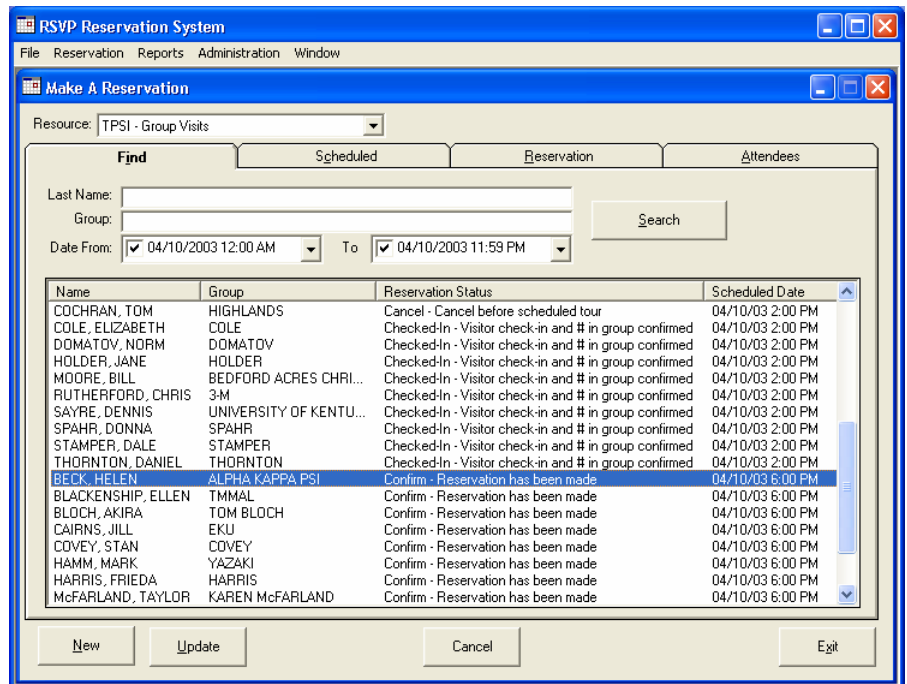
## Easy to Find and Track Reservations

Reservations are easily tracked and located. This window was designed to allow you to track tours as visitors arrive at your facility or to find reservations if your visitor calls to inquire about or change their reservation.

You may search by full or partial last name and/or group name; and Date From, and/or Date To fields. All of the reservations that meet your search criteria are retrieved and displayed in the search results list.

Clicking on the Name, Group, Status, or Scheduled Date column header will sort the results alphabetically by the selected column.

You can open a reservation in the list by using the mouse to double-click the reservation.



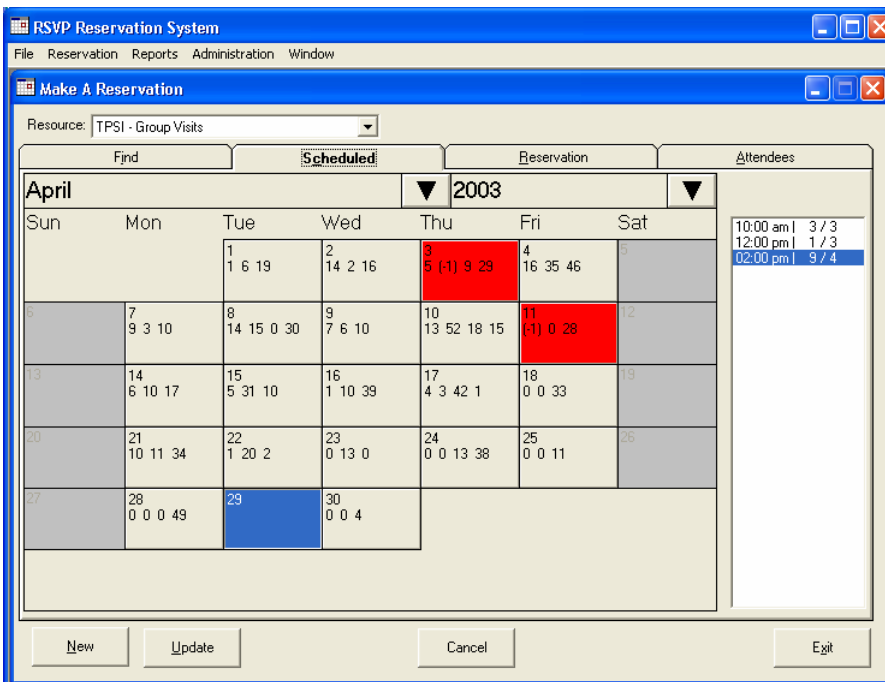
## Graphical Calendar Display

A monthly calendar is displayed showing the available tour or event dates. Each type of tour or event can be configured to display the appropriate scheduling information on the calendar.

Dates that are not available are grayed out. For recurring tours, each available date displays the number of tours per day and the number of slots or positions available for each tour.

If a tour on a particular date has been overbooked the date will have a red background and the number of available positions will be a negative number (the amount overbooked) within brackets.

A selected date on the calendar is shown in dark blue with the specific information for each tour displayed to the right of the calendar in the available times list box.



# RSVP - CUSTOMIZABLE TO MEET YOUR TOUR AND SPECIAL EVENT NEEDS

## Reservation Information

The RSVP Reservation window captures all required information for each type of tour or event. Because it's integrated, you only enter information once and that data is available throughout the entire system.

From this window you can easily:

- Select the type of tour or event from the Resource List.
- Enter reservation group, reserved by information, and reservation details.
- Change the scheduled date and time.
- Enter the zip code and the system will automatically lookup and populate the city and state.
- Print or e-mail a reservation confirmation letter.
- Review and enter group comments.

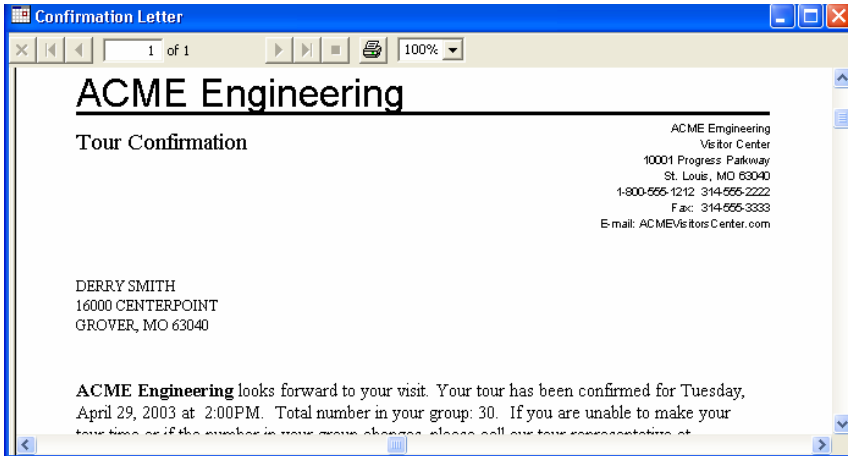
Plus, not only can you schedule different types of tours and events that occur at your location, you can schedule events that are held at your customer's location. (as shown on the screen to right →)

## Capture the Information YOU Need

The RSVP Reservation window can be customized to capture the specific information you need for each type of tour or event for your business or organization.

The Resource that is selected in the Reservation window determines which fields are the fields displayed. (← as shown on the screen to left)

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## Confirmation Letter or E-mail

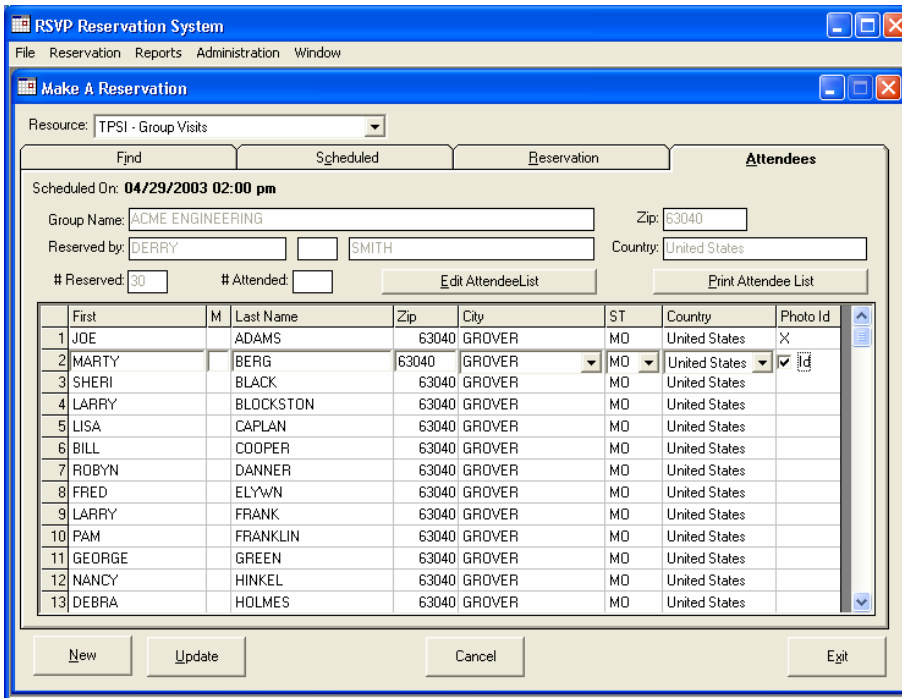
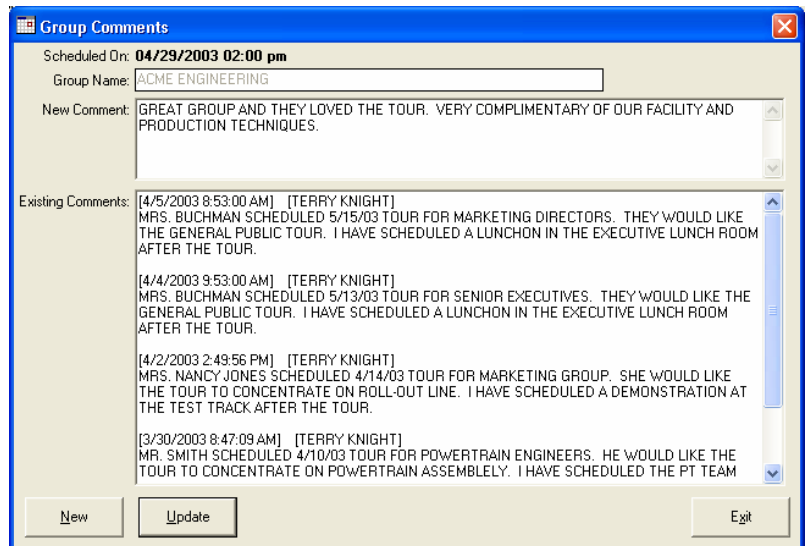
Each type of tour or event can have its own special confirmation letter, postcard and/or e-mail. Generating a confirmation letter or email is as simple as by clicking the "Print/E-Mail Confirmation" button.

If you select "Print Confirmation" the confirmation letter is display in a new window. Otherwise, if you select "E-Mail Confirmation" the function will e-mail the confirmation letter to the reservation's e-mail address(es). A popup message box will appear to inform you that the e-mail was sent.

## Group Comments

The RSVP Group Comments window allows you to add comments and review existing comments about groups that have made reservations.

RSVP displays a complete history of comments including the date the comment was added and the person who entered the comment. This feature will help you tailor your tours and events to meet the specific needs of your visitors.

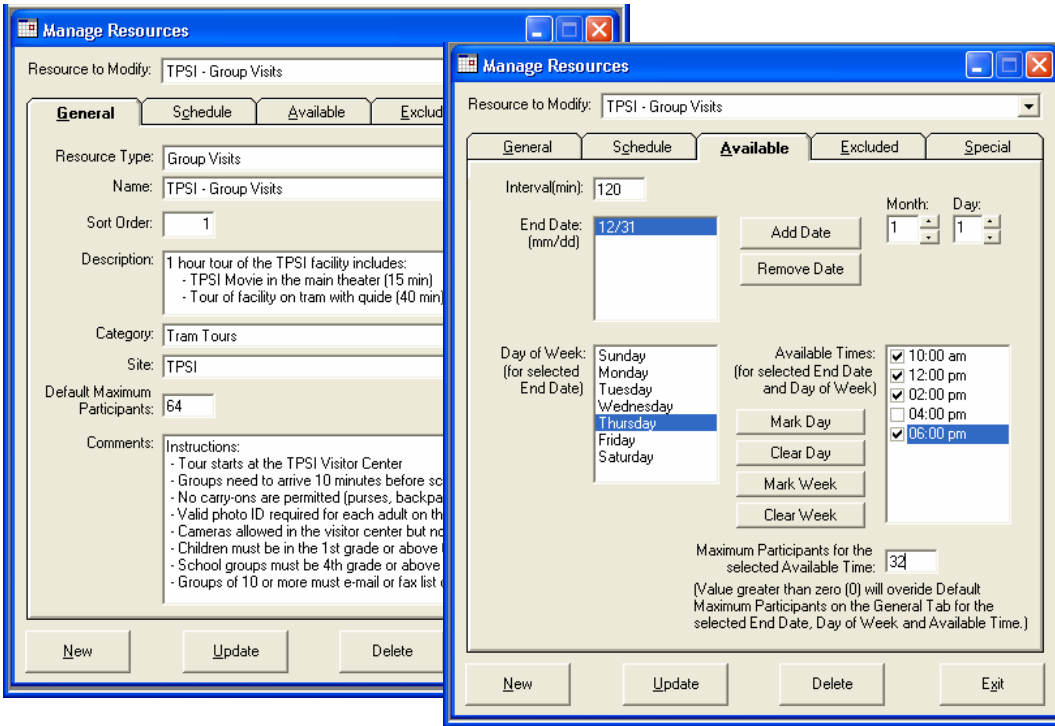


## Attendee Information

The RSVP Attendee window can be used if your tour or special event requires that you track individual visitors. Use this window to enter attendee information and check-in visitors.

If it is a new reservation, the first row's name, zip, city, state, and country fields will default to information entered for the person who made the reservation. The additional row's name fields will be blank and the zip, city and state fields will default to the group's zip defaults.

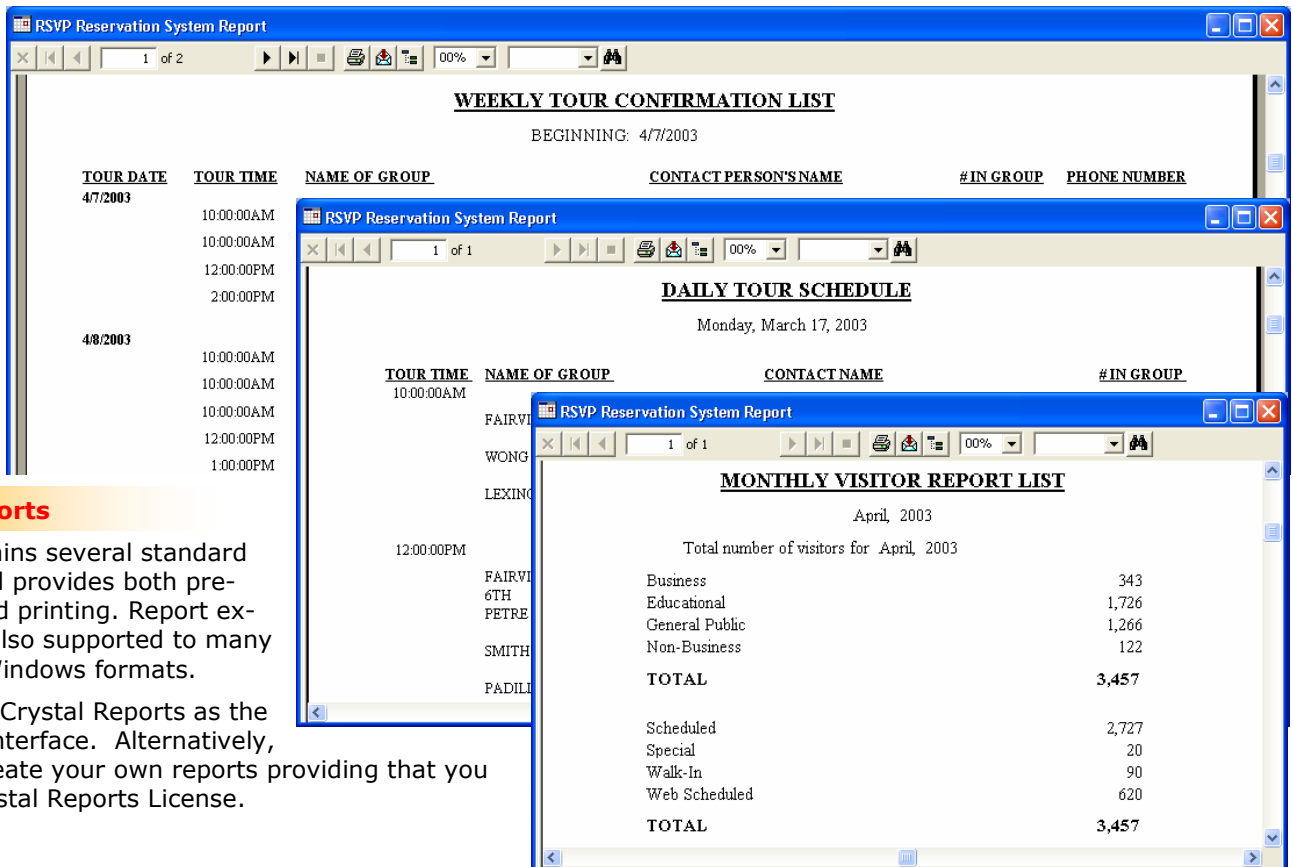
# RSVP - RESERVATION SYSTEM



## Configure Tours and Events

RSVP allows you to configure multiple tours and events as Resources. Resources are configured to contain the dates, times, and number of participants that can be scheduled for a specific tour or event.

The information specified here determines the available days and times that appear on the Calendar and the information that will be collected in the Reservation window.



## RSVP Reports

RSVP contains several standard reports and provides both pre-viewing and printing. Report exporting is also supported to many standard Windows formats.

RSVP uses Crystal Reports as the reporting interface. Alternatively, you can create your own reports providing that you have a Crystal Reports License.

**For more Information or a Demo Contact:**

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