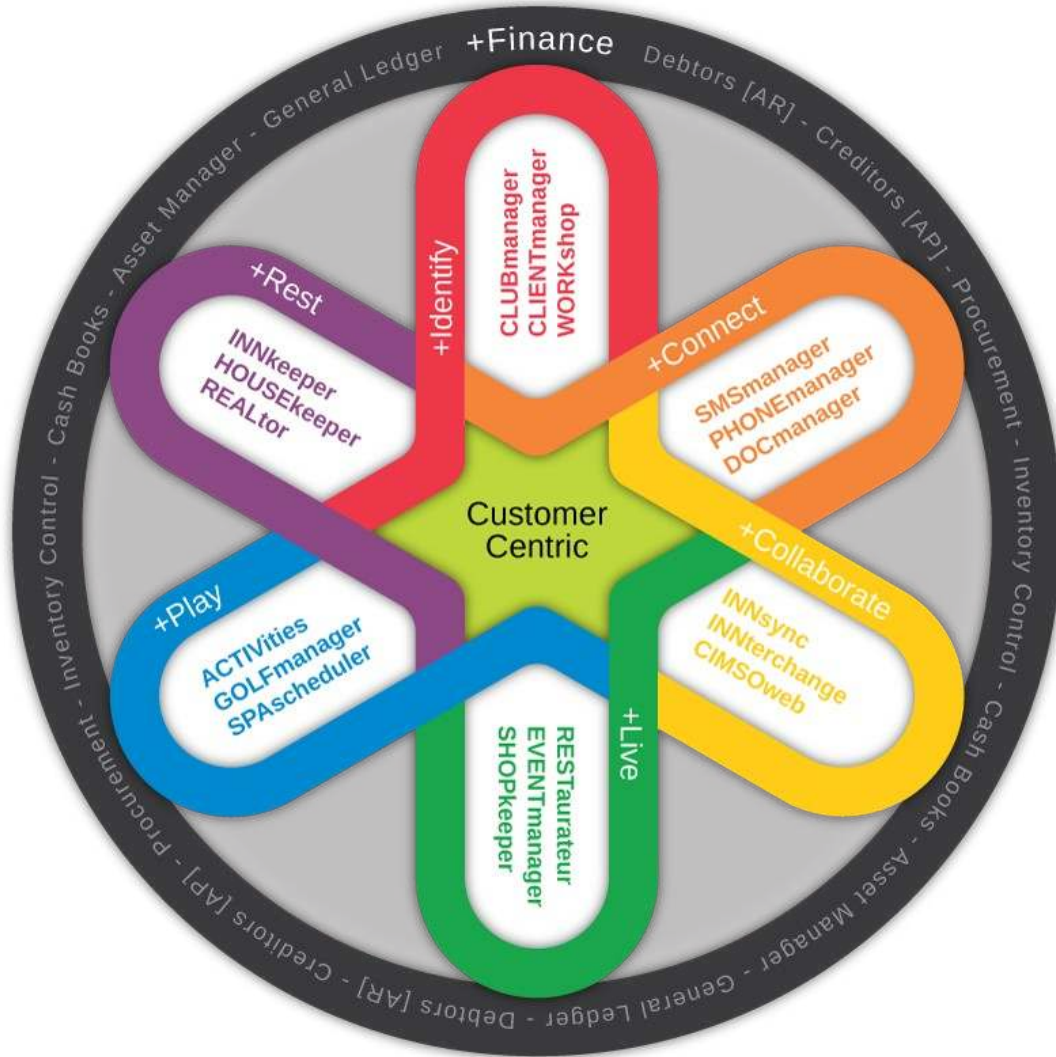




The Arrival List Report Process Manual

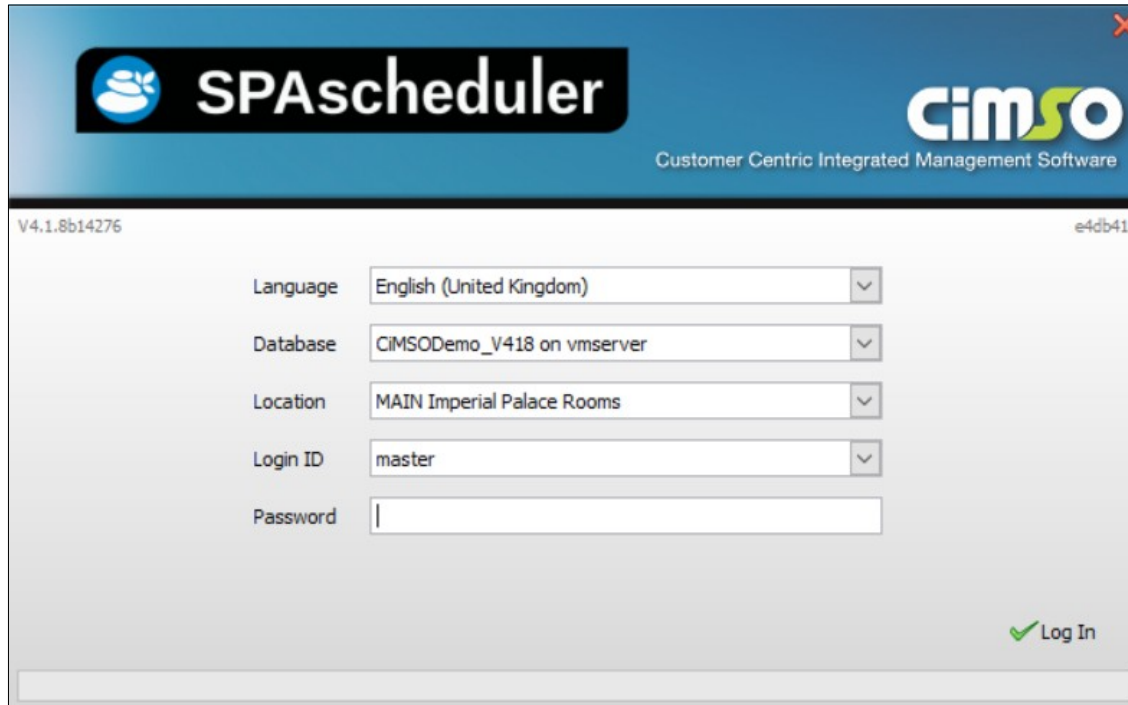
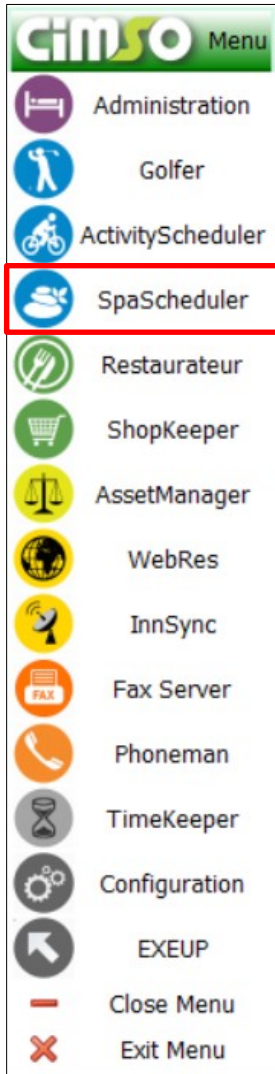
What Is A Report?

A Report is a document that presents information in an organized format for a specific audience and purpose.



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet



SPAscheduler

Customer Centric Integrated Management Software

V4.1.8b14276 e4db41a


Language: English (United Kingdom)

Database: CIMSODemo_V418 on vmserver

Location: MAIN Imperial Palace Rooms

Login ID: master

Password:

 Log In

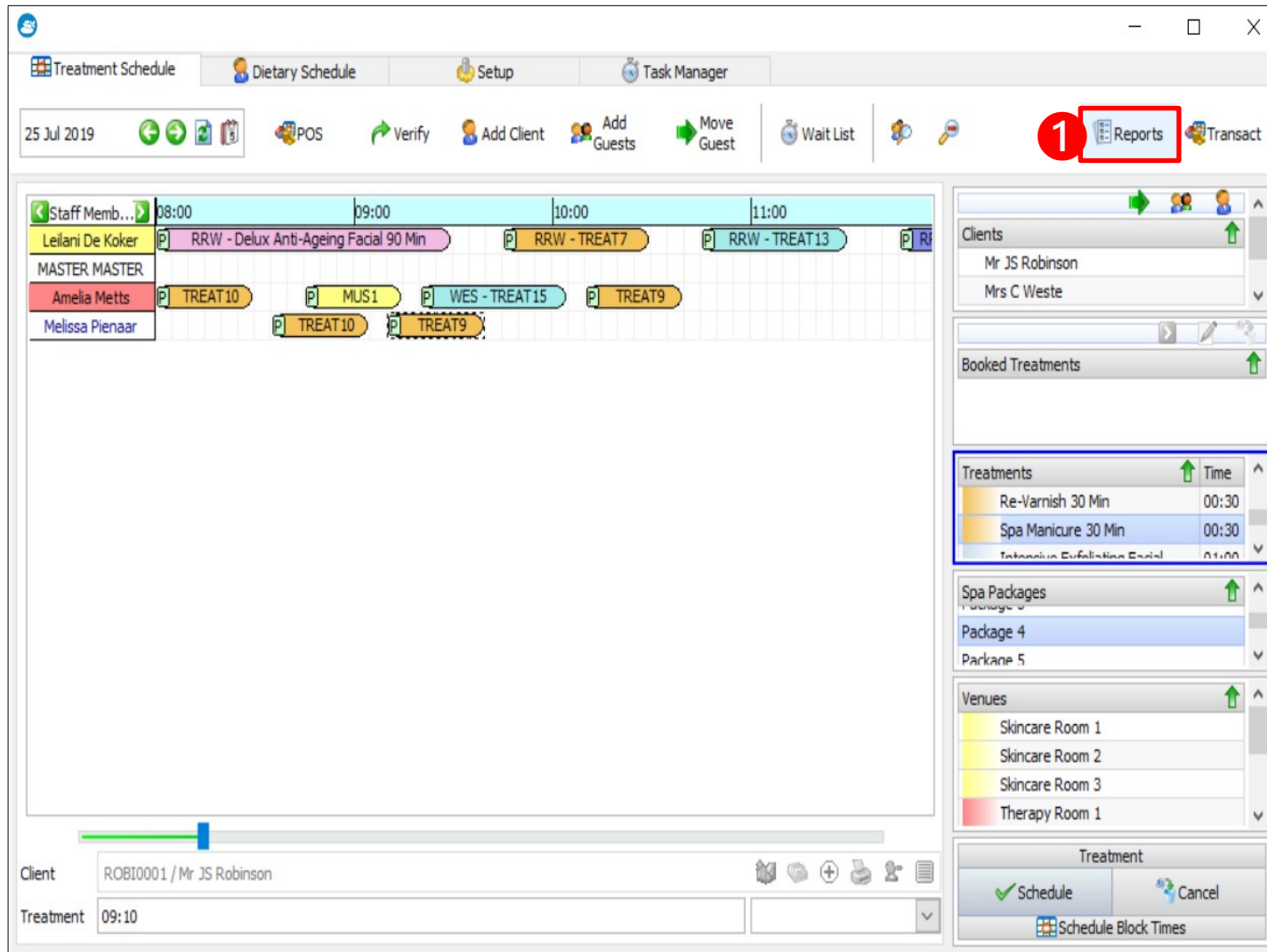
Start your **CiMSO Menu**, select the **SPAscheduler**. Use your given **Login ID** and **Password** to log in

The screenshot displays the SPAscheduler software interface. At the top, there are tabs for 'Treatment Schedule', 'Dietary Schedule', 'Setup', and 'Task Manager'. Below the tabs is a date '24 Jul 2019' and a row of icons for 'POS', 'Verify', 'Add Client', 'Add Guests', 'Move Guest', 'Wait List', 'Reports', and 'Transact'. The main area features a grid with columns for time slots: '08:00', '09:00', '10:00', and '11:00'. The 'Clients' column is currently empty. On the right side, there is a sidebar with several sections: 'Booked Treatments', 'Treatments' (with a table of treatment options), 'Spa Packages', 'Staff Members', and 'Venues'. The 'Treatments' section is highlighted with a blue border and contains the following data:

Treatments	Time
Delux Anti-Ageing Facial 90 Min	01:30
Spa Pedicure 30 Min	00:30
Reflexology 60 Min	01:00

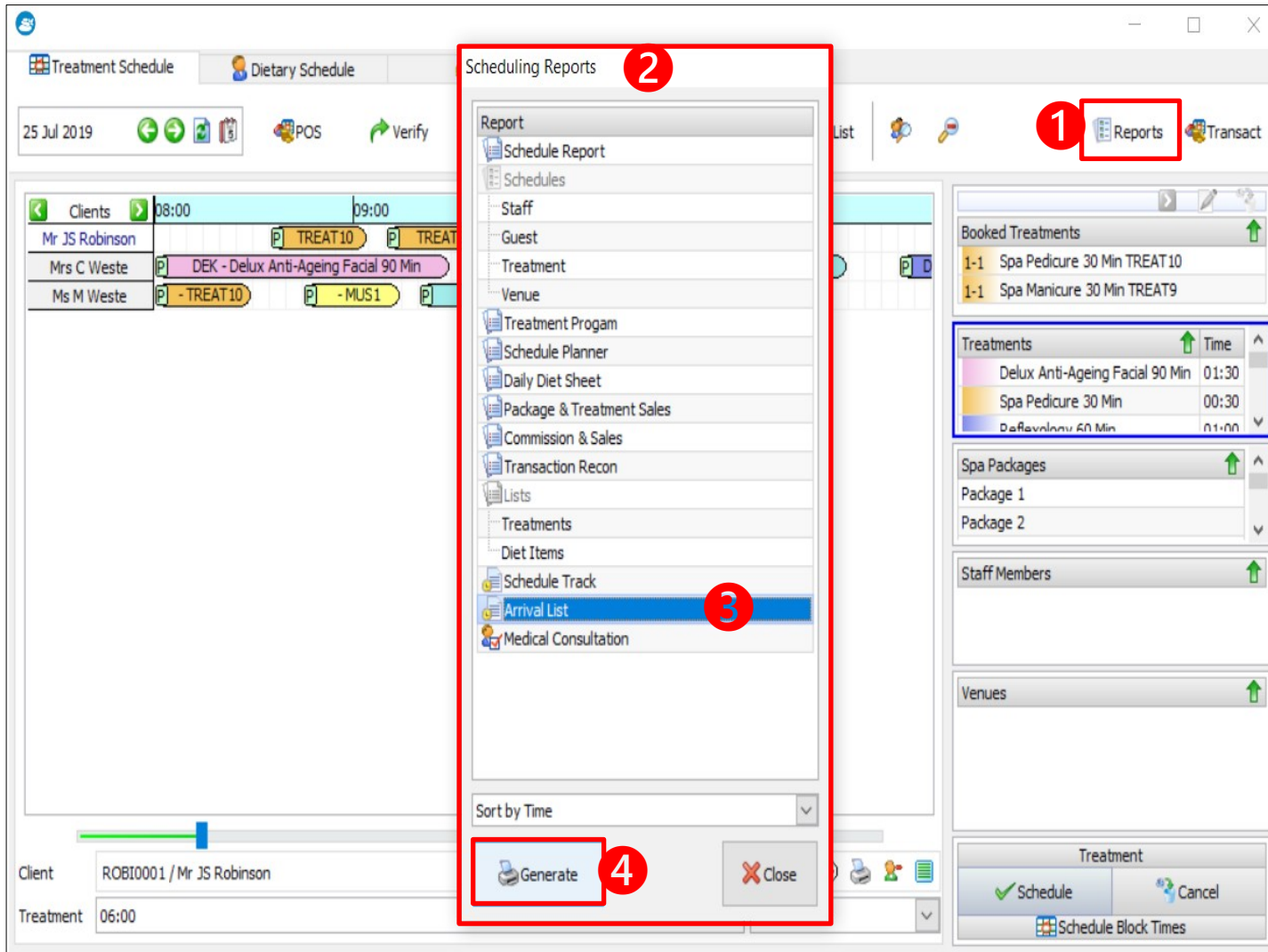
At the bottom of the interface, there are input fields for 'Client' and 'Treatment', and a 'Treatment' section with buttons for 'Schedule', 'Cancel', and 'Schedule Block Times'.

Once logged into **SPAscheduler**, You are able to navigate through the Database



Navigation: The Arrival List Report Process

- 1 Select the **Reports** button



The screenshot shows the SPAscheduler software interface. The main window displays a treatment schedule for 25 Jul 2019. A 'Scheduling Reports' window is open, showing a list of reports. The 'Arrival List' report is selected. The 'Generate' button is visible at the bottom of the window. The 'Reports' button in the top right corner is also highlighted.

The Arrival List Report Process:

- 1 Select the **Reports** button
- 2 **Scheduling Reports** window
- 3 **Locate & Select:** select a report from the list – **Arrival List**
- 4 Select the **Generate** button

Print Preview - Guest Schedule

25 Jul 2019

Arrivals List Date: 25 Jul 2019

Time	Guest	Treatment	Duration	Staff Member	Venue
08:00	Ms M Weste	Spa Pedicure 30 Min	00:30	Amela Metts	Wet Room 2
08:00	Ms C Weste	Delux Anti-Ageing Facial 90 Min	01:30	Lalani De Koker	Skincare Room 3
08:35	Mr JS Robinson	Spa Pedicure 30 Min	00:30	Melissa Penhar	Skincare Room 1
08:45	Ms M Weste	Music Hydrotherapy 30min	00:30	Amela Metts	Music Room 1
09:10	Mr JS Robinson	Spa Manicure 30 Min	00:30	Melissa Penhar	Skincare Room 1
09:20	Ms M Weste	Thai Full Body Massage 45 Min	00:45	Amela Metts	Wet Room 2
09:45	Ms C Weste	Paraffin Dip 45 Min	00:45	Lalani De Koker	Skincare Room 3
10:10	Ms M Weste	Spa Manicure 30 Min	00:30	Amela Metts	Wet Room 2
10:45	Ms C Weste	Swedish Full Body Massage 45	00:45	Lalani De Koker	Skincare Room 3
11:45	Ms C Weste	Shiatsu 50 Min	00:50	Lalani De Koker	Skincare Room 3
13:00	Ms C Weste	Thai Half Body Massage 30 Min	00:30	Lalani De Koker	Skincare Room 3

Client: ROBIO Progress Zoom

Treatment: 06:00

Page 1 of 1

Print Setup Print Fax E-mail Load Report Save Report Close Cancel

The **Print Preview**, you are able **Print, Save, Fax, or Email** the report



Thank you!