

## Guest Package System Maintenance/Setup Quick Reference

When you first run the Guest Package System (in Demo mode or in Full Version mode), the default Login is 'Demo' and the password is 'Demo'. It is highly recommended that you, as GPS System Administrator, change the Demo password or delete the Demo user. The program comes pre-configured with the following users: Demo; SA; NAUDIT. Demo and SA have the same security rights. The SA password should remain with the System Administrator and not distributed to other users.

### 1. Setup Information:

From the Main Menu Screen, click on 'Setup Information'

Enter your property's name and address.

Leave the other fields empty. The FedEx and UPS Account Numbers will be used when the Outgoing Module is available. The Last Invoice Number cannot be changed. This company information will appear on GPS reports.

Remember to click the SAVE button when finished.

### 2. User:

From the Main Menu Screen, click on 'Users'

Enter a new user by clicking on the ADD button.

Type the User's Login Name, a password and the user's Full Name.

Now select permissions:

Packages: None, Modify or All (All allows to Void and Un-Deliver)

Maintenance: None or Modify

After you select Maintenance, you must select further:

Setup, Users, Carriers, Charge Types, Rates and Accounts

Reports: None or Modify (Modify allows to view and run reports.

Obviously, you cannot modify any reports).

Billing: None or Modify.

After you select Billing, you must select further:

Invoicing, Reprint Invoices and UnBill Invoice.

Remember to click the SAVE button when finished.

### 3. Carriers:

Some common carriers are already included in the Carrier file. But, if you have a need to add a carrier, from the Main Menu Screen, click on 'Carriers', then click the ADD button and type the carrier name.

Remember to click the SAVE button when finished.

#### 4. Charge Types:

To add a Charge Type, click the ADD button. Enter the name of the charge type in the Description field. Select Interval or Multiplier from the Calc Type drop down menu.

Calc Type:

- **Multiplier:** Select this type if you want to charge the guest by multiplying the weight by a certain amount. For example; 25 cents per pound. You can also configure this type to charge 25 cents per pound for packages that weight between 0 and 100 pounds and 50 cents per pound for packages that weight between 100.01 and 9999.99 pounds.
  - Alternatively, you may set and **Effective Minimum Weight**. Here is an example: Your configuration is set to charge 25 cents per pound for packages that weight between 0 and 9999.99 pounds. This sample package weighs 50 pounds. If the Minimum Effective = 0 (no Effective Minimum), the charge will be \$12.50 (50x.25). If the Minimum Effective = 15, the charge will be \$8.75 (50-15=35) (35x.25=8.75).
- **Interval:** This sort of charge type can be tedious to configure, but it gives the flexibility to charge a set amount for specific weight ranges. Here is an example: 0 to 50 pounds you charge \$2.00; 51 to 100 pounds you charge \$3.00; 101 to 500 pounds you charge \$5.00; 501 to 1000 pounds you charge \$10.00; etc.

The Active checkbox displays the Charge Type in the Charge Type drop down box in the Incoming Package Screen. Because the system does not allow to delete a Charge Type from the list once it has been assigned to a package, you can only 'hide' the Charge Type from the drop down by checking this box. Remember to click the SAVE button when finished.

- Note: After you click the SAVE button when creating an *Interval* Charge Type, the program will ask if you want to 'Attach an existing rate table'. This makes it easier than entering hundreds of entries in the Rate Table.
- Note: After you click the SAVE button when creating a *Multiplier* Charge Type, the program will go directly to the Rate Table window. At this point, select the Charge Type you just created from the drop down and add the new rates.

#### 5. Rate Tables

Rate Tables work in conjunction with the Charge Types created above. To modify a rate table, select Rate Tables from the Maintenance Screen. Select the Charge Type from the drop down menu to display the weight ranges and amounts. Each line should contain a weight range (Min and Max) and the amount to be charged when the package weight falls between that range. Click the EDIT button, and select the weight range to modify. Remember to click the SAVE button when finished.

## 6. Accounts

The Accounts file is used for two reasons:

1. Print an Account report showing all packages delivered for that group.
2. Configure 'Free Pounds' for specific groups (accounts).

Unlike the Effective Minimum explained above in the Rate Tables, the Account file will maintain a cumulative total weight for the group. Here is where you enter the 'free pounds' as specified in the group's contract. For example, a group can bring 500 pounds free, and after that, the hotel will charge 50 cents per pound. As packages are entered and billed in the system, GPS will verify the total weight billed to-date. When the total weight reaches 500.01 pounds, the system will begin to charge for those packages.

To enter a new account, click the ADD button and type the group's name and account number. Enter the Free Pounds amount and select the Billing Type (COD, Room Charge, Master Account or Credit Card). The Billing Type is only for informational purposes. All other information on this screen is optional. Remember to click the SAVE button when finished.

## 7. Locations

A Location is used to designate where the package is being stored. As GPS System Administrator, you may add or change the Location names. For example, if the Bell Stand will hold packages at their location, add 'Bell Stand' or any other easily identifiable name for that location.

**End Guest Package System**  
**Maintenance/Setup Quick Reference**