

Resort Management System

A Product of AMS, Inc.
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Newsletter

RMS

RMS 5 Users Enjoy New Custom Designed HTML Letters

RMS 5 Users can now create letters with pictures, custom fonts and special formatting for their system. RMS 5 allows custom layout so that vacation rental managers can design better letters that embody the quality and character of their resort.

Over 25 types of automated letters are included within RMS from the standard confirmation letter to the after reservation letter. These can be found on the User Designed Letters option of the Utilities Menu.

Previous versions of RMS have always allowed for the body of the letter to be written by the user. A text editor has always been included with the system. As technology has changed, what was formerly a printed letter designed to mail has become an item that could be printed on paper and mailed or e-mailed electronically to guests and owners.

The new update allows users to use any html editor they want. If they do not already have one, RMS may assist in making one available. The html format will allow pictures and graphics to be inserted into letters. Merge fields are available in RMS and can be inserted into the letter by the user during the layout process to place data where you want it.

Setting up these new dynamic letters may take time and creativity. You can use MS Word to write your letter, then save as a web page. If you are not ready to make changes in your letter, let RMS know and we can use your existing letter method. Once you are ready to create new letters, the time and effort put towards a beautiful new letter will be worth it!

Questions? Contact
RMSSupport@ResortManagementSystem.com



Offer Your Guests The Best with RMS !

RMS users can offer their guests protection for their travel investment with travel insurance. RMS automates the process so that reservationists simply click a button to tell RMS to add travel insurance during the booking process. The rates and premiums are automatically calculated and added to the reservation. Travel insurance can just as easily be removed from the reservation within the cancellation period set in the system. Reports can be automatically generated and e-mailed to the insurer. The management company using RMS makes money and the guest feels assured that his travel investment is being protected by spending a little extra on

Travel Insurance. Eliminate cancellation headaches and make money with Travel Insurance.

And don't forget that collecting the money by credit card is easier than ever with the SLIM CD credit card module. SLIM CD has partnered with RMS to allow credit and debit card transactions to be processed using your own computer and an internet connection. Receive automatic authorizations using your familiar RMS. Go online for end of day reports and Batch Settlement Reports. It's so easy with RMS!

If you are interested in offering these services to your guests please contact David 800-366-5152 ext # 250, or e-mail RMSSales@ResortManagementSystem.com.

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Contact RMS

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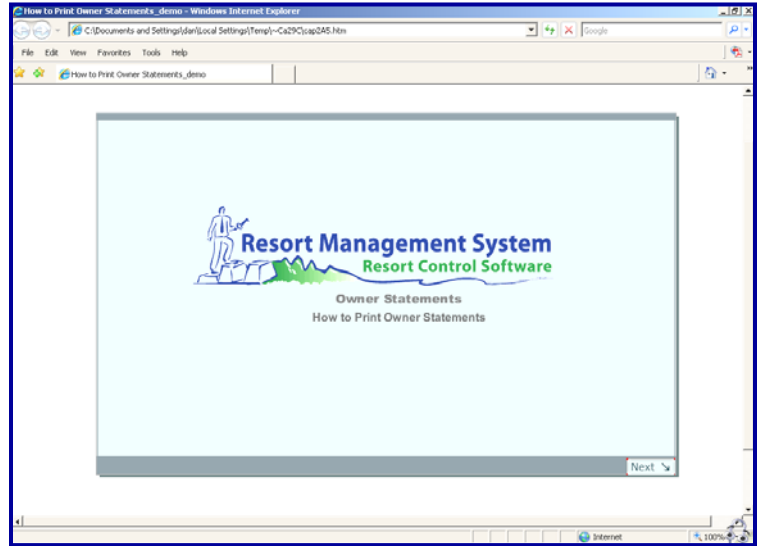
Resort Management System Offers Tutorials on the Web

Go to <http://training.rms5.com> for the latest in training from RMS

A growing list of self-run tutorials are now available on the web for RMS 5 users to view or download. The current library is geared towards new users of the system. Many tutorials are targeting first time users of RMS who are just getting started and setting up their system: Creating Owners File, How to Create Seasons and Rates, How to Create Sections and Locations, The Unit File and Basic Reservations.

As the Library of tutorials grows, more advanced tutorials will be published. Some titles currently available include : The Tape Chart, How to create an Accounting Work Order, Owner Credits, How to Create Miscellaneous Charges along with How to Print Owner Statements and How to Finalize Owner Statements and Print Checks.

New users are encouraged to visit this site and long time RMS users may find it helpful for new staff training purposes. If you have any questions or wish to purchase a CD of tutorials please let us know at RMSsupport@ResortManagementSystem.com



RMS 5 Tutorials can be run from your browser or downloaded from the website <http://training.rms5.com/> and saved on your PC.

RMS Hot Tip



The Undeposited Funds Report may be accessed from an icon on the Accounting Menu. RMS recommends you run this report daily or on a regular basis.

The report will list all posted payments up until the cut off date entered by the user. The list of posted payments should match the list of transactions the user has to deposit into the bank. Always check the list of posted payments from the report with your deposit slip for the bank. Plus verify your credit card transactions with your credit card settlement from your bank card machine or online when using SLIM CD. Users check this report for accuracy so that it matches what is actually being deposited to the bank. The report can be run again, if needed, after corrections are made. If credit cards are included in the undeposited funds report, a worksheet is created to assist users in checking which cards have been

processed. This worksheet will not reprint if the same undeposited report is printed again.

RMS will prompt the user to choose a Detailed report or just print Totals. The detailed report prints the transaction number, the date of the transaction, the reservation name, number, unit number, payment description and increase and decrease amount information. The Totals report is a summary of transactions listing the number of entries by type, their total and the total deposit amount.

Once the report matches your deposits, process the transactions using the Make Deposits icon on the Accounting Menu.

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