

**You will learn:**

- *How to configure your mailbox within KWHotel,*
- *How to set up automated email messages,*
- *How to test manual and automated mailing,*

KWHotel allows you to send booking confirmations, letters of thanks and other types of documents. Messages can be sent in two different ways:

- by email (automatically or manually)
- by text message (automatically or manually; requires purchasing the SMS API synchronization module).

User can create his own template (using a built-in Fast Report software or a simple built-in HTML editor) or use the existing templates.

**Attention!** Before you proceed to configuring the automated emails, the mailbox must be set up in KWHotel.

**This manual includes:**

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## 1. How to configure mailbox within KWHotel

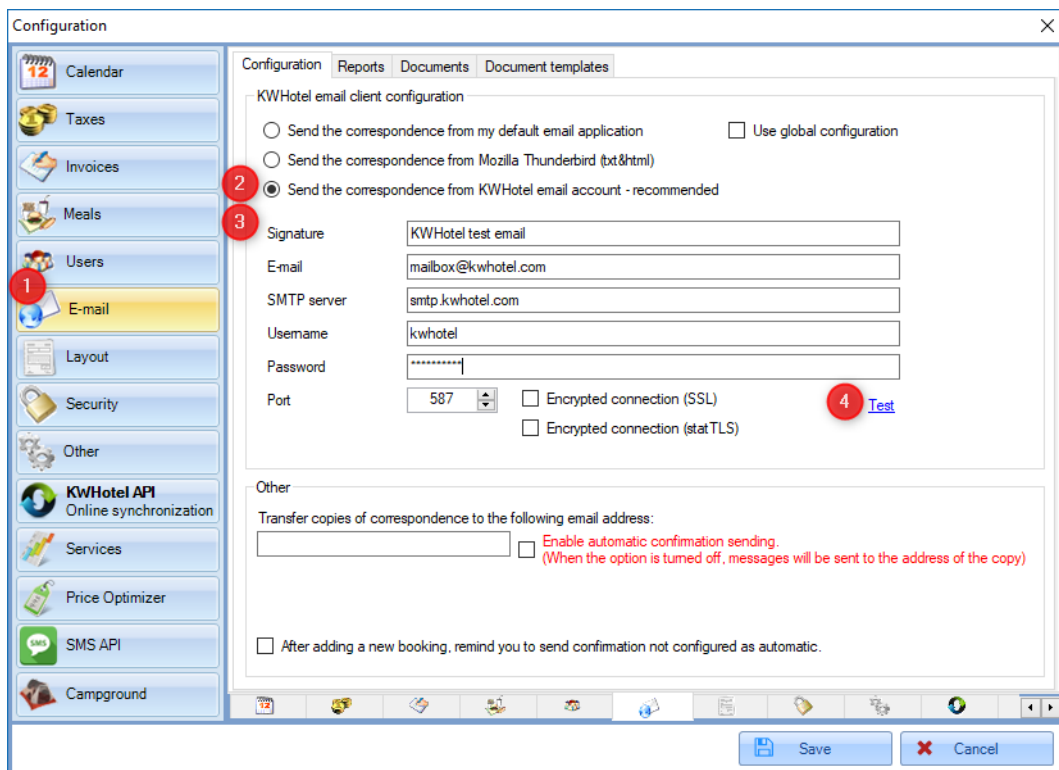
Step by step instruction on how to extend the synchronization periods:

**Step 1.** Go to Tools > Configuration > Email > "Configuration" tab..

**Step 2.** Select "Send the correspondence from KWHotel email account" option.

**Step 3.** Insert your mailbox details. If you are uncertain of the correct configuration for your mailbox, please consult a person who set it up in your hotel.

**Step 4.** Having completed the configuration, click the blue "Test" button. A test message will be dispatched to your email.



**Attention!** Before you proceed to configuring the automated SMS messages, the synchronization with SMS API must be performed. You will receive a detailed manual upon purchasing the synchronization module.

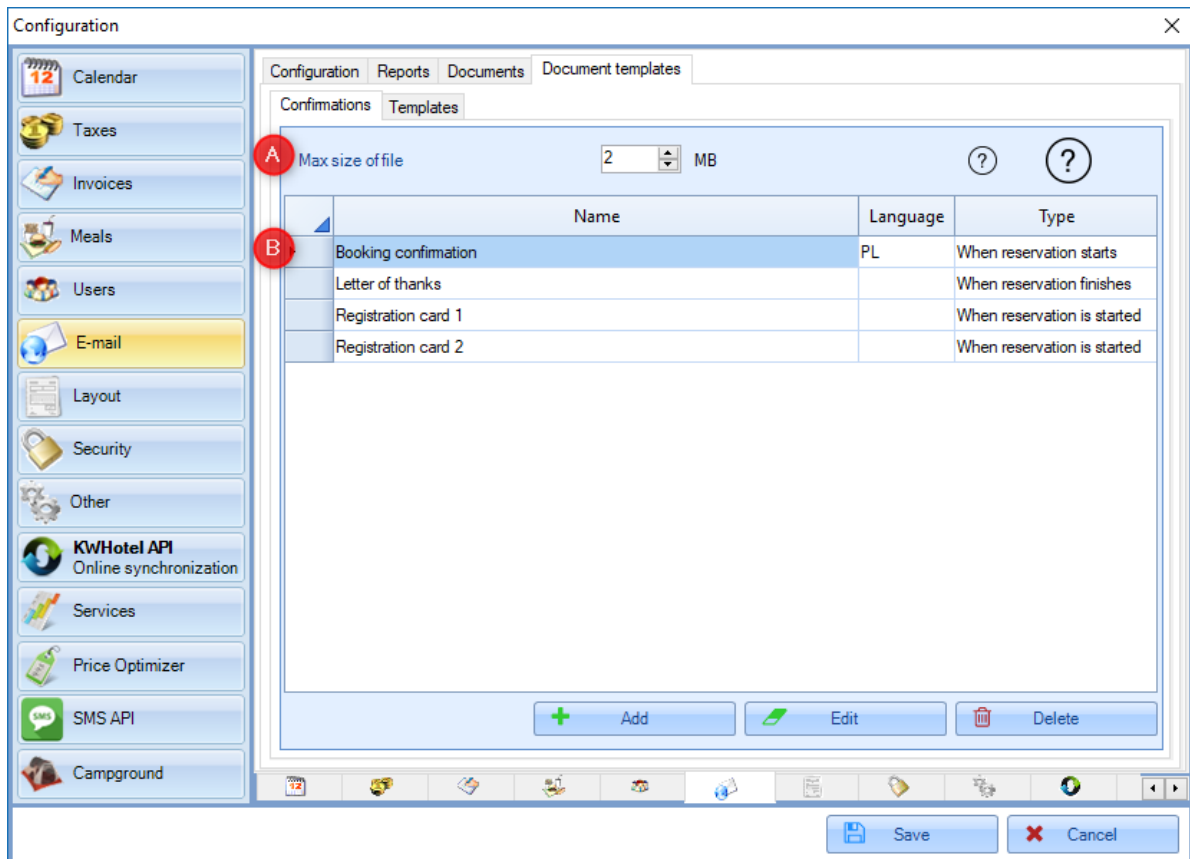
## 2. Setting up the email and SMS messages

Creating new and modifying existing templates can be done in the **Tools > Configuration > Email > Document templates > "Confirmations" tab**.

This window includes the following data:

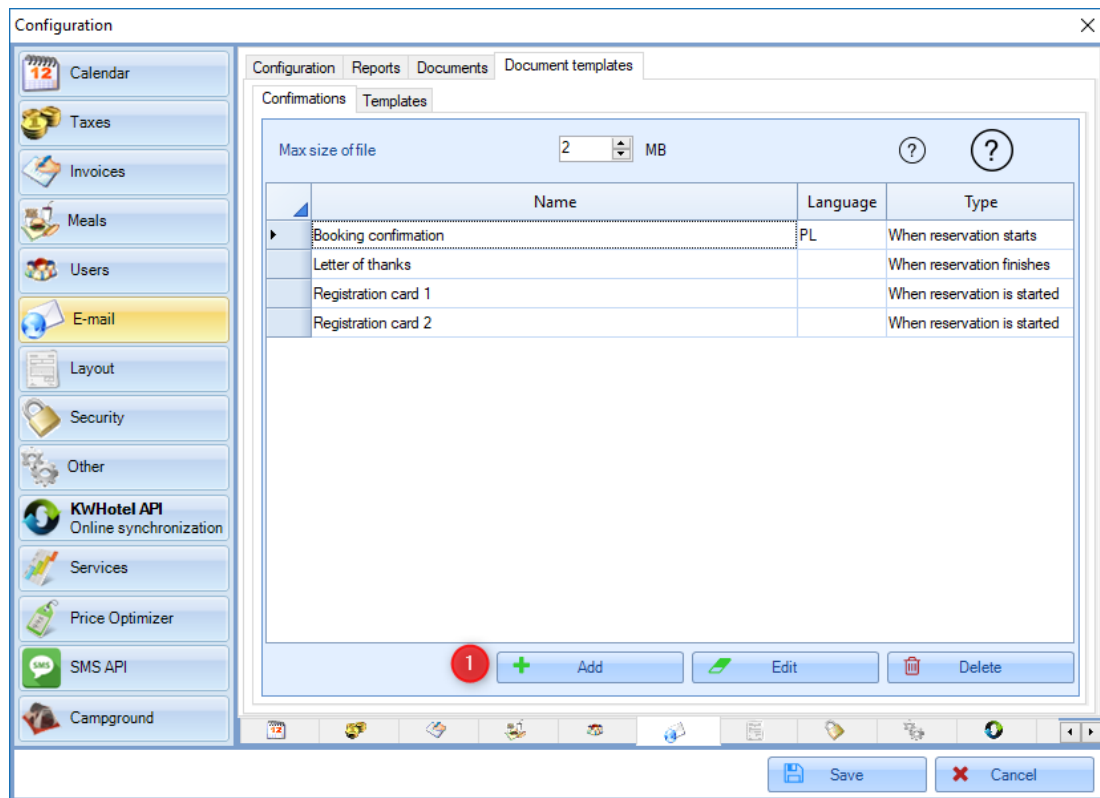
A) **Max size of file:** determines the maximum attachment size that can be added to a template. It cannot exceed 2MB.

B) **The list of created templates:** displays all existing and newly created templates, their language and time of issuing.

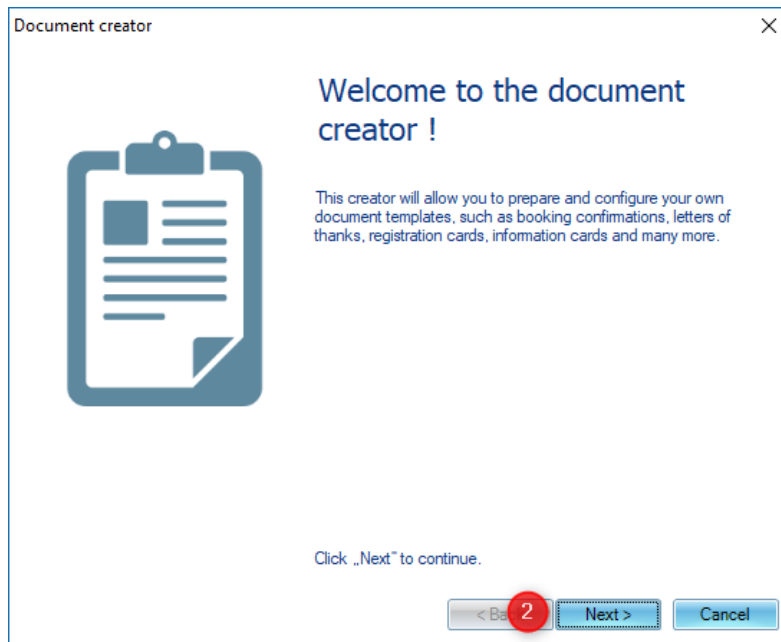


To add new confirmation, please perform the steps below:

**Step 1.** Press the "Add" button".



**Step 2.** In the newly opened window click "Next".



**Step 3.** Perform the following operations:

- insert the template`s name: it will be displayed in a reservation window > Issue document.
- insert the title of email: it will be displayed in the customer`s mailbox.
- insert the sender`s name: customer must know that this message is from your hotel.
- in the "Respond to" field insert the email address where you wish to receive customers` replies.
- select whether this template shall be visible in every hotel: this feature is useful in case of multiple properties located on the same database. If you do not want other properties to use the given template, please deselect this option.

The screenshot shows a window titled "Document creator" with a close button (X) in the top right corner. Below the title bar is a red circle with the number "3" and a clipboard icon. The main heading is "Base document settings" with a subtitle "Please insert basic information about the currently created document template".

The form contains the following fields and options:

- Template name:** "Booking confirmation for My Dream Hotel" (with a help icon ?)
- Title of the email:** "Thank you for making a reservation!" (with a help icon ?)
- Sender:** "My Dream Hotel" (with a help icon ?)
- Respond to:** "poczta@kwhotel.com" (with a help icon ?)
- Document is available in all hotels
- Send to customer`s email address (with a help icon ?)
- Send to the room owner (with a help icon ?)
- Additional email addresses (separated with semicolon ...):** (with a help icon ?)

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Additionally, in this window you are able to define the message recipient. It is required to select at least one of the aforementioned options, in order to proceed to the next window.

**OPTION A:** "Send to customer`s email address" - used in case where your guest is supposed to be a recipient.

**OPTION B:** "Send to the room owner" - used in case where your recipient shall be the room / apartment owner. The owner`s email address can be set up in Tools > Configuration > Users > edit the owner`s account > fill in the "Email" field.

**OPTION C:** "Additional email addresses" - allows to define specific email addresses where the given template shall be sent to. For instance you may set the hotel manager`s email here.

**Attention!** If you choose option B, it is important to have any rooms / apartments assigned to specific users in KWHotel. It can be checked in Tools > Configuration > Users > Edit user who acts as a room / apartment owner > "Rooms visible by this user" option.

Send to customer's email address ?

Send to the room owner ?

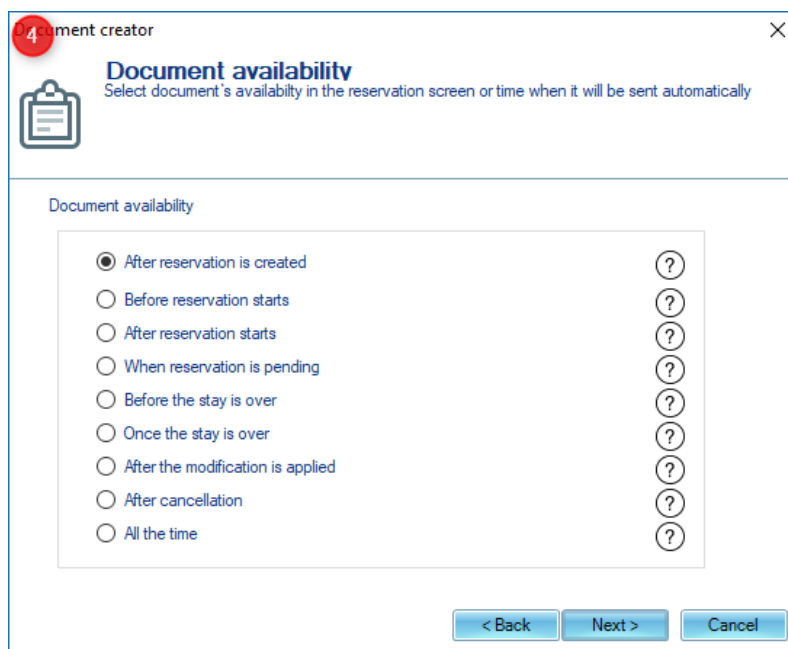
Additional email addresses (separated with semicolon ";") ?

**Step 4.** Here you may set availability of the given template as well as its` automated delivery time.

The following options are available here:

- After reservation is created
- Before reservation starts
- After reservation starts
- When reservation is pending
- Before the stay is over
- Once the stay is over
- After the modification is applied
- After cancellation
- All the time

Each of the above-mentioned options includes a detailed explanation, accessible by clicking the question mark icon next to it.



**Step 5.** In this window you may decide whether this template would be sent manually or automatically.

If you select the automated delivery option, in the following sections of this wizard you will define delivery time and conditions that must be met.

Please also note that selecting this option will cause two additional fields to appear:

**"Type the number of days"**: inserting a numeral here will cause an automated delivery once the provided number of days has passed. For example, if you choose the "Before reservation starts" option and insert value "3", KWHotel will automatically send message to your guest 3 days before reservation starts.

**Attention!** You may insert "0" value, making KWHotel send message immediately after creating a reservation.

**"Type the hour of sending"**: template will be sent to customer at a specified hour, if KWHotel is currently running. If KWHotel is switched off during that time, a message will be sent right after KWHotel is started.

**Attention!** You may leave this field empty, causing the message to be sent immediately after the remaining criteria are met. Of course KWHotel must be switched on, otherwise delivery will begin once KWHotel is started again.

Document creator

### Way of sending the document

Choose the way of sending the document : manual or automatic

Do you want the document to be sent automatically ?

Automatic document sending ?

Manual document sending ?

Type the number of days: 0 ?

Type the hour of sending: 12:00 ?

< Back   Next >   Cancel

If you choose the manual delivery, template will be available to send via reservation window ("Issue document" option). Please note that template will be displayed only if all conditions are met.

**Step 6.** Here you may specify the criteria, according to which the message will be sent.

- Document language
- Payment status
- Reservation source
- Chosen room
- Chosen room group

Each of the above-mentioned options includes a detailed explanation, accessible by clicking the question mark icon next to it.

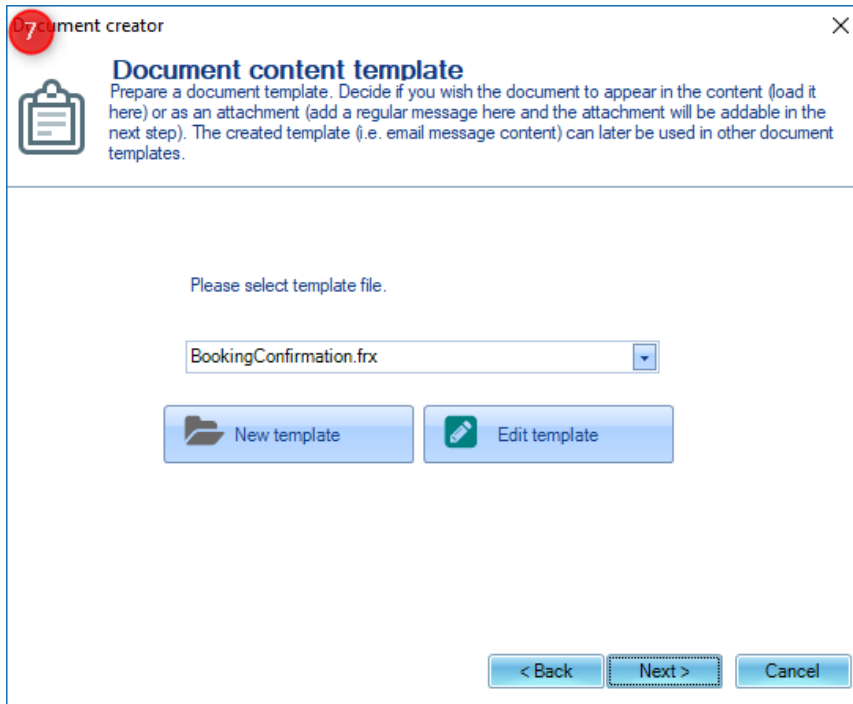
**Attention!** Currently it is not possible to select several rooms or room groups. You may either send the same template to every room / room group or create one template per room / room group.



**Step 7.** In this window you can either pick an already existing template and press the "Edit template" button (allowing for its` modification) or prepare your own template by pressing the "New template" button.

Template is a combination of email content and its` attachment. Within a single template you can also completely exclude the attachment.

Below steps will be described, based on the "Edit template" option.



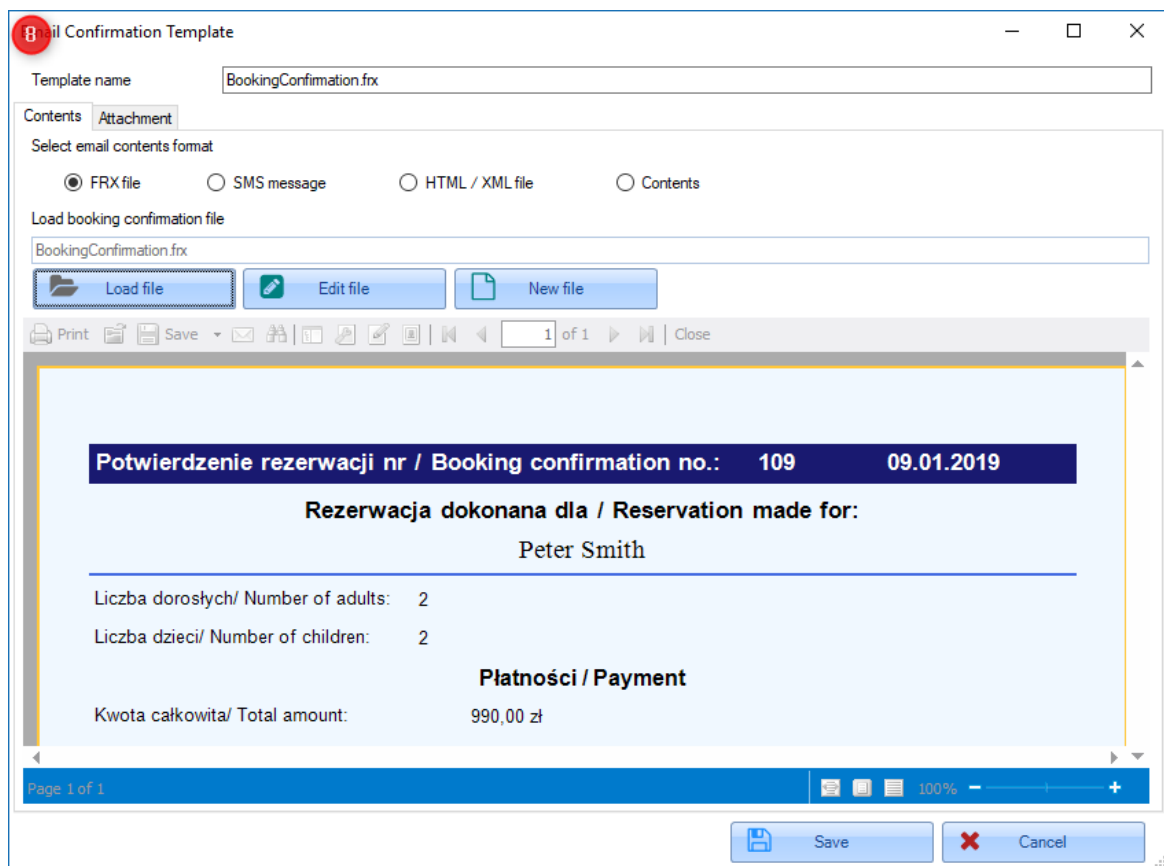
**Step 8.** Pick the format of your message. The following options are possible:

- **.FRX file:** format that can be modified in the built-in Fast Report software. Having selected this option, please use one of the following buttons:

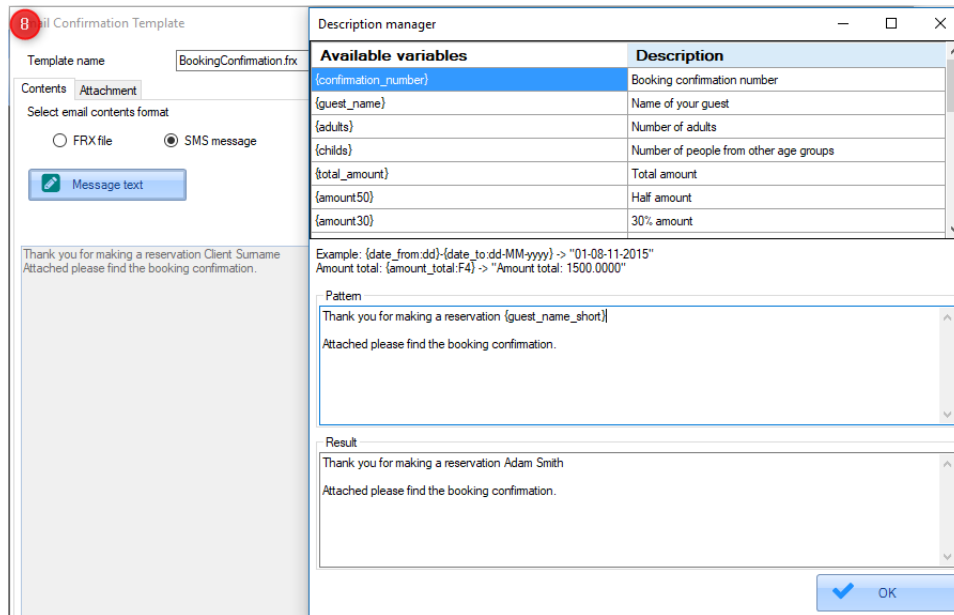
**LOAD TEMPLATE:** clicking this option opens KWHotel folder which stores the .FRX files. Select the desired file and click "Open".

**EDIT TEMPLATE:** clicking this option opens the Fast Report editor, where you may customize a previously selected template.

**NEW TEMPLATE:** clicking this option open the Fast Report editor, where you may create a new template, based on the chosen file.



- **SMS message:** allows to insert content of an SMS message that will be sent to guest. Having selected this option, click the "Message text" button and fill in the content. You may use the variables, thanks to which KWHotel will download certain information (i.e. guest name, advance amount) from the reservation window.

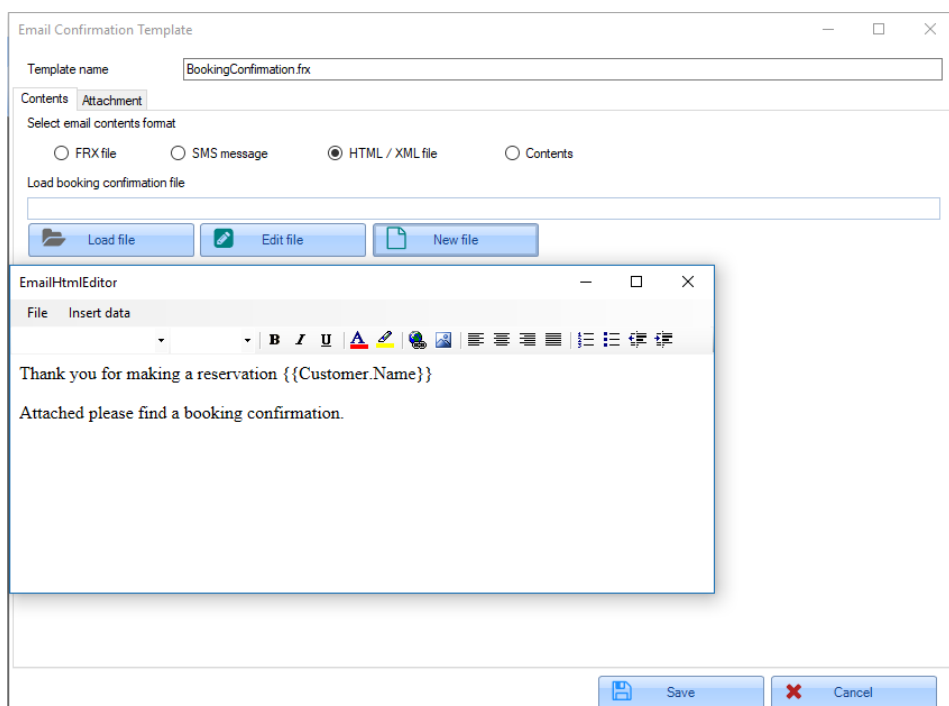


- **HTML / XML file:** allows to create messages, using a simple HTML editor. Having selected this option, please use one of the options below:

**LOAD TEMPLATE:** clicking this option opens KWHotel folder which stores the .HTML files. Select the desired file and click "Open".

**EDIT TEMPLATE:** clicking this option opens the HTML editor, where you may customize a previously selected HTML template.

**NEW TEMPLATE:** clicking this option opens the HTML editor, where you may create a new template, based on the chosen file.



- **Content:** allows to type a simple text message that will be issued to guest. Having selected this option, press the "Message text" button and fill in the content. You may use the variables, thanks to which KWHotel will download certain information (i.e. guest name, advance amount) from the reservation window.

The screenshot shows two overlapping windows. The 'Confirmation Template' window on the left has a 'Template name' field containing 'BookingConfirmation.frx'. Under 'Contents', the 'Attachment' tab is active, and 'Contents' is selected under 'Select email contents format'. A 'Message text' button is visible. The 'Description manager' window on the right contains a table of available variables:

Available variables	Description
{date_to}	Check out date
{hotel_informations}	Hotel information
{guest_name_short}	Name of your guest
{payment_link}	Payment link
{payment_link_due_date}	Payment link due date
{rooms}	Rooms
{room_groups}	Room groups

Below the table, an example shows: 'Example: {date\_from:dd}-{date\_to:dd-MM-yyyy} -> "01-08-11-2015"' and 'Amount total: {amount\_total:F4} -> "Amount total: 1500.0000"'. The 'Pattern' field contains: 'Thank you for making a reservation {guest\_name\_short}' and 'Attached please find your booking confirmation.'. The 'Result' field shows the rendered text: 'Thank you for making a reservation Adam Smith' and 'Attached please find your booking confirmation.'. An 'OK' button is at the bottom right.

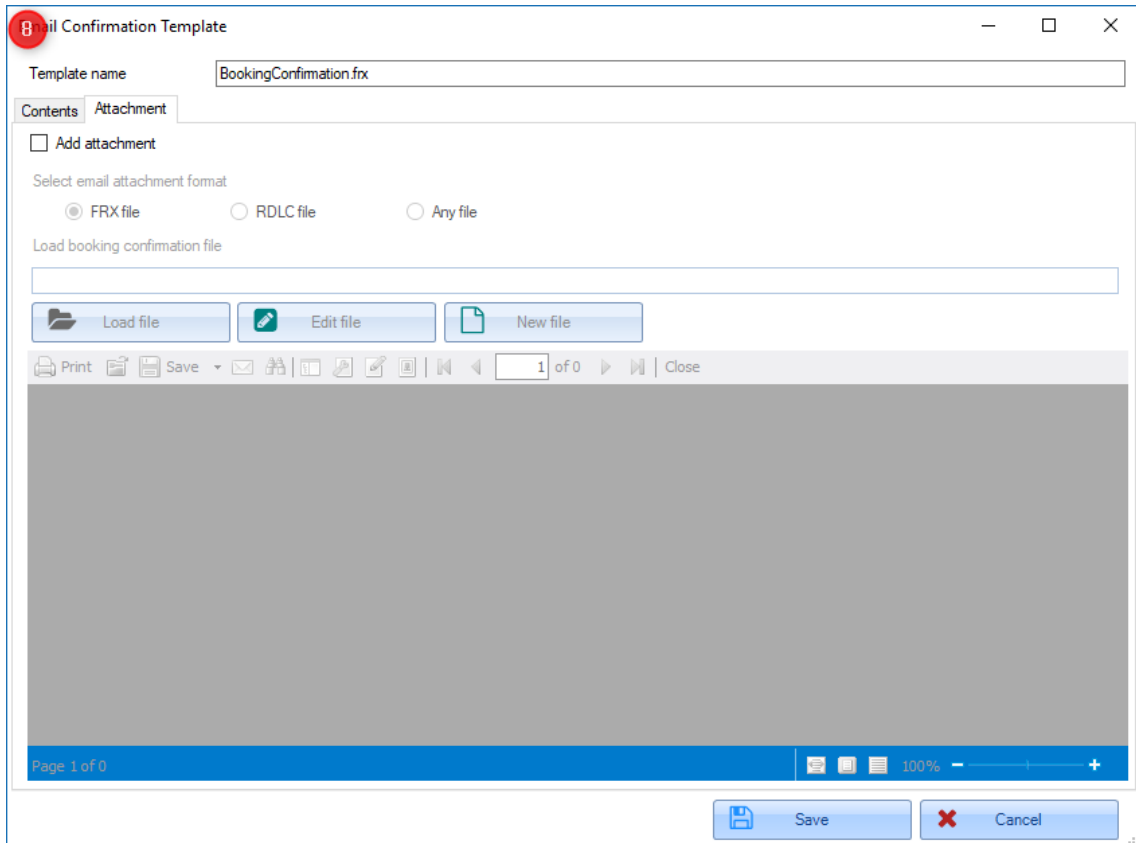
**The "Attachment" tab allows you to include attachment in this email template.**

If you do not wish to add any attachment to the currently created template, **do not** select the "Add attachment" option. Just click the "Next" button and finish the configuration.

If you wish to add an attachment, select the "Add attachment" option and then follow the same pattern as you did in for email content.

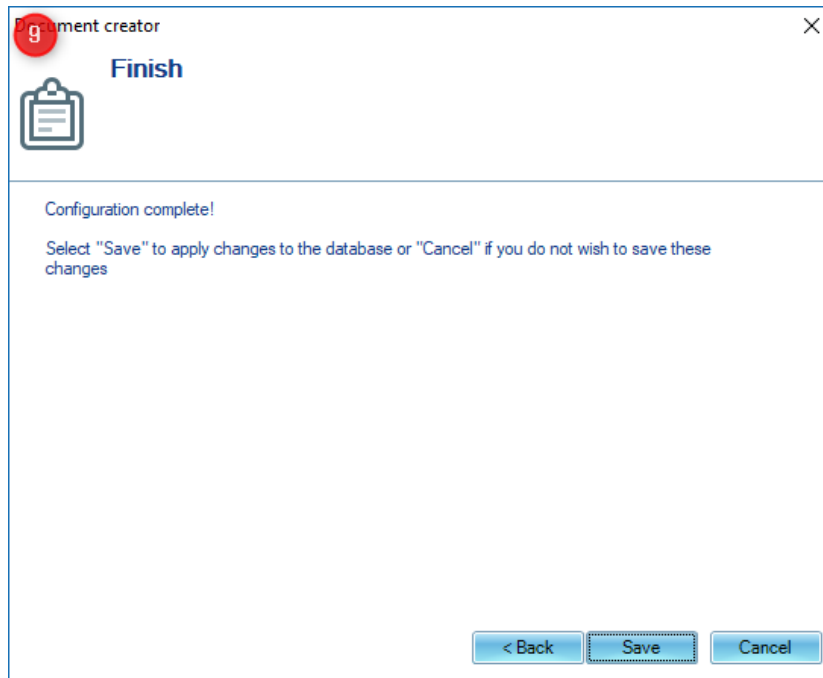
This tab offers you the .FRX file type and .RDLC ones. The latter one was used for our older types of documents and has to be edited in the Microsoft Visual Studio software.

Please note the presence of "Any file" option. It allows you to include any file you wish.



**Step 9.** Template configuration last window.

Congratulations! You have just created a new email / SMS template. Hit the "Save" button to complete your configuration.



### 3. Testing the newly created template

**In case of manual templates:**

**Step 1.** Enter any reservation.

**Step 2.** Click the "Issue document" button.

**Step 3.** Choose your previously created template.

**Attention!** If your template is not present on the list, at least one of conditions you set up for it was not met.

**Step 4.** In the newly opened window make sure, that email address you wish to send the message to, is correct..

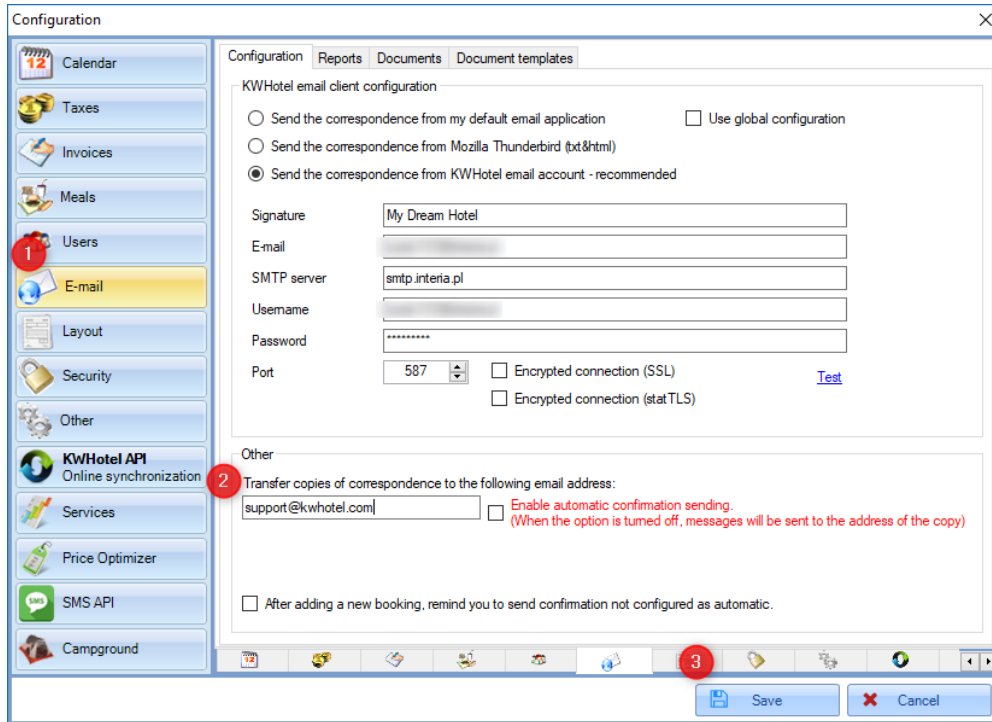
**Step 5.** Press the "Send message" button.

**In case of automated templates:**

**Step 1.** Proceed to Tools > Configuration > Email.

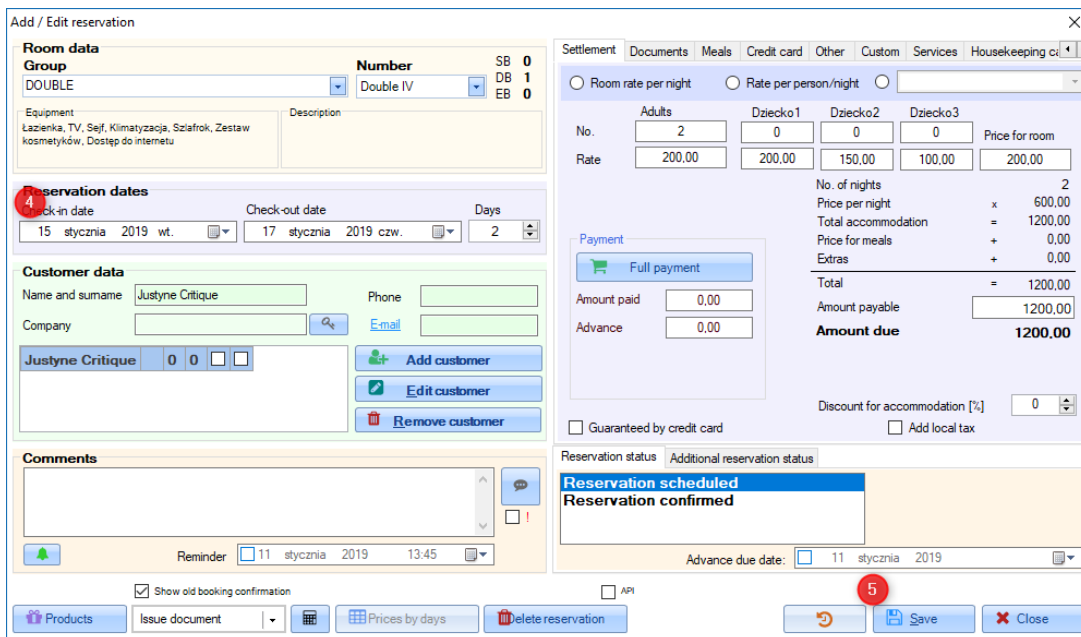
**Step 2.** In the "Transfer copies of correspondence to the following email address" field insert an email address where, for the testing purposes, all messages will be sent to.

**Step 3.** Save changes.

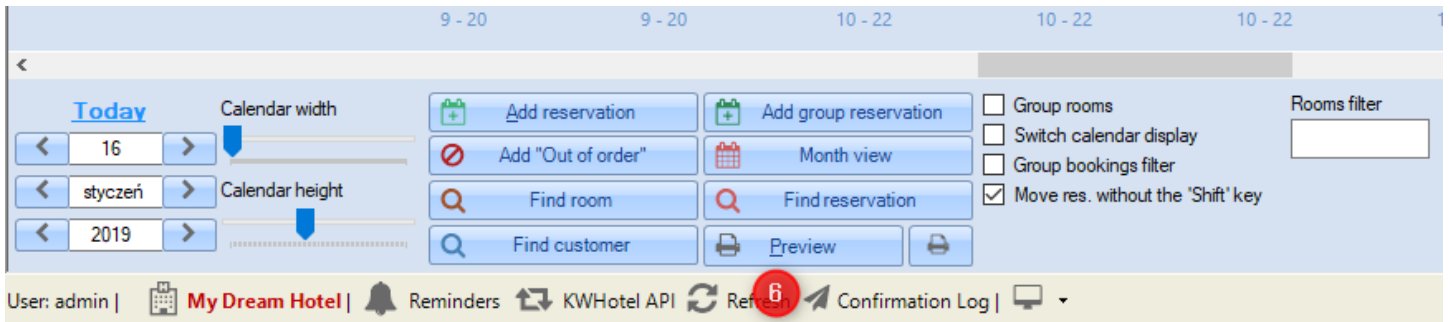


**Step 4.** Create new reservation. Insert data which meets conditions for automated delivery.

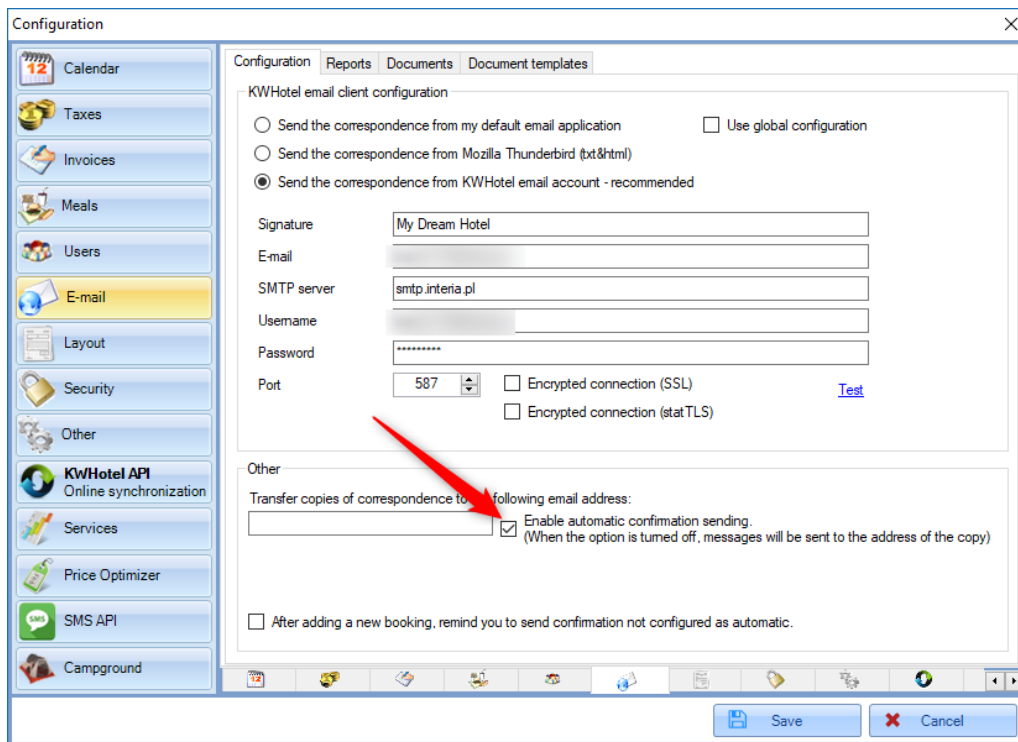
**Step 5.** Save reservation.



**Step 6.** Check if message was sent properly during the specified time and condition. All messages sent from KWHotel, can be viewed, by clicking the "Email log" button.



If all automated email templates work correctly, you may return to Tools > Configuration > Email > Configuration, delete email address from "Transfer copies of correspondence to the following email address" and turn on the "Enable automatic confirmation sending".



Congratulations! You have successfully configured a message template!

**Do you have any questions?  
Feel free to contact us!**

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