ThinkSuite®
booking management

Think Suite Booking Management System

Optional Supporting Services

Advantages & Benefits

powered by

ThinkPositive®

ThinkSuite®

Booking Management

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The **Think Suite Booking Management System**® constitutes a completely customized management information system.

It has been analyzed and structured in **7 different modules**, which can fully interact, either as individual procedures or as fully interactive and cooperative combined modules.

Module A.

General Customer Administration Module

1 Customer personal information's registration, modification and deletion.

2 Special security protected details and preferences which specific customers may request.

3 Automatic alert system (with optical and sound notifications) regarding any particularities, demands or special notes that must be taken into consideration for specific customers.

4 Fully automated digital folder structure creation on the Server. This mechanism is an automated functionality which involves the automated individual customer folders creation on the system, when a new customer is created by a user. For every new individual customer, a folder tree created on the server which includes in a classified and sorted way all personal invoices issued, receipts and any other documents may the customer provide in digital format (universal Pdf format).

5 Automated list presentation of customers' birthdates in current date, offering the opportunity of organizing special events or any public relation actions by the administration staff.

6 Flat booking reservation option, directly from the customer's administration card.

7 Full overview of customer's financial status directly from his/her administration card (outstanding/prepaid amounts, total amounts of discount received, number of payments, number and description of services offered, list of invoices issued).

8 Automated, flexible, and user friendly module offering individual or combined searching criteria for fast, immediate customer details retrieval (customer code number, ID/Passport Number, Residence Number, Name, Surname, Date of birth, Country of Origin, any phone number or any part of phone number, e.t.c).

9 The system will be fully upgradable for any future criteria additions or specializations may be necessary for the company.

10 Independent sub-module for the accomplishment of electronic mailing with customers. This option provides automatically all available customers' emails from the system, from which user can directly include or exclude specific customers from the emailing list.

11 A mass email (e.g. advertisement, notification announcement) can be send easily by selecting the customers registered in the system and automatically transfer their email addresses (in BCC Mode) in the company's available emailing software for attaching any files as necessary, as well as to be filed.

12 Mobile phone numbers export functionality, in a compatible file format to be used in external telephony applications (e.g. Cyta-Vodafone, MTN) for massive sms customer notifications.

13 Statistical (demographic) Information. The system will offer 3 standard information Reports of statistical data in the system. These involve the following 3D graphical presentations:

a) Numeric and percentage presentation of customers' sexes
b) Numeric and percentage presentation of customers' ages
c) Numeric and percentage presentation of 8 top customers' origin countries

The system offers full upgradability for any future request of data graphical presentations for statistical or other purposes.

14 Customer personal information's registration, modification and deletion.

Module B.
Booking Management Module

1 Using an optical schedule calendar, users will be able to perform easily booking tasks for any available flat for rent, check directly the future availability of apartments, as well as perform any modifications regarding existing bookings. Different colors will be applied for bookings indicating the type of booking arranged (long-term, short- term, owner/co-owner residency, private reservation, flat unavailability e.t.c)

2 Automated presentation lists for current customers in the building together with every available (customized) detail regarding all apartments. Users will be directly able to view and print-out lists concerning the current day's arrivals and departures of residents or select their preferred date range for specific presentations of data.

3 Option for statement issuing regarding all current residents in the building

4 Capability to select and display the bookings for specific categories of flats, e.g. three bedroom flats, two bedroom flats, penthouses e.t.c.

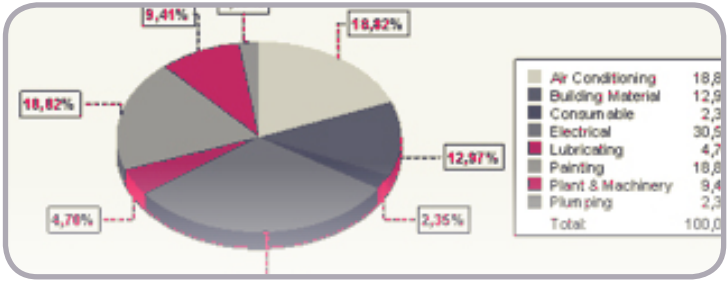System Main Control Panel (Individual Module Selection)

Module C.
Personnel Administration Process

1 This module will handle the salaries & wages procedure. Every single employee in the company will be monitored in detail regarding the monthly, annual salary, together with percentage statistical information regarding services offered.

2 Automatic financial calculations, man-hour formulas, statistics and percentage comparisons will be generated by the system for every employee.

3 The user will be able to manage the payments of employees who offer their full-time or part-time work and conclude with their precise amount of salary at the end of each month.

4 The user will be able to export a financial statement for each employee of the company, in order to forward it directly to the responsible accountant for the payroll process and issuing of cheques.
In addition to this, data exporting will be available for transferring information to other available software for further processing (e.g. accounting software).

5 This module will also assist the user to allocate correctly and fairly the allocation of work time among employees, including personnel who offer day or night duties around the clock.
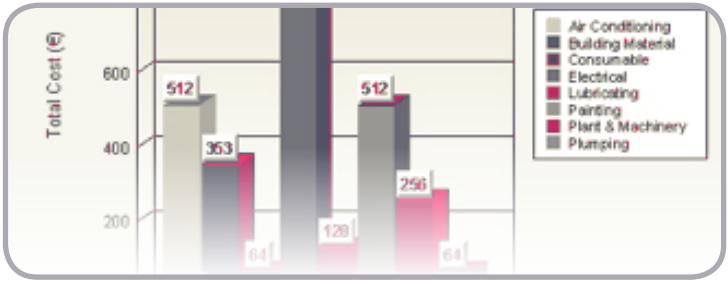

Analytical Optical Booking Reservations' Table

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Module D.
Customer Services & Invoicing

1 The user using this module will be able to assign in detail all regular or special services that customers may request. An auto numeric invoice will be available for every single customer to be issued and delivered upon request by the customer or the user. Single service or invoicing statements may be printed out from the system for the customer.

2 For every single customer all up-to-point financial status will be displayed automatically when the user enters the customer's administration card. All documents produced will be automatically filed on the server as digital documents (Pdf format) for any future reference.

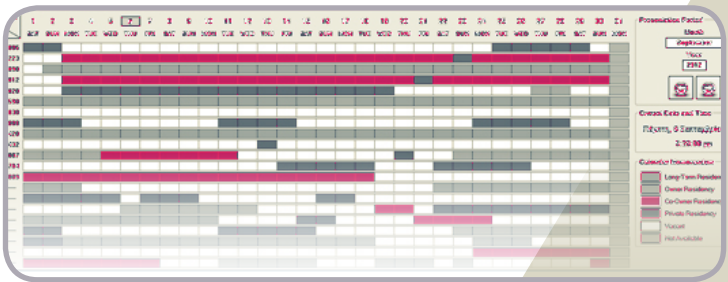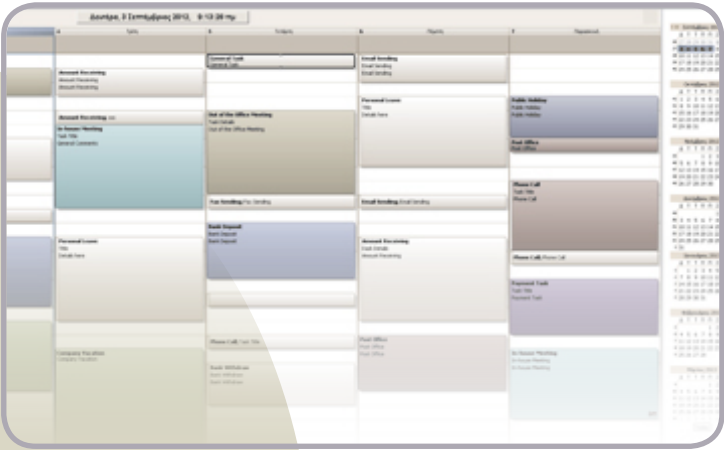# Module E.
Suppliers Administration & Stock Control Unit

1 The Suppliers Administration section will involve a separated control unit where both suppliers will be kept together with all the stock available for the running of the company.
Two divided sub-sections (tabs) will exist on this section containing the next information:

2 **Supplier's Tab**
Supplier's contact details, financial outstanding amount (prepayments & accrued amounts)

Stock's Tab
Detailed records for all the registered products of the company (e.g. cleaning materials & consumables, kitchen equipment, clothing e.t.c)

3 For every single item kept in stock there will be a separated (optional) ability to set an automatic warehouse reorder level when the item reaches it's extinction limit. All items that must need to be reordered by the administrator, will be listed and displayed distinctively in a separated page.

Module F.

Premises and Equipment Maintenance

1 This module will keep a full record for all the processes taken place regarding general maintenance procedures. It will manage and provide data regarding the maintenance revenues of the company in the date range the user selects.
Equipment maintenance involves several categories like the following:Air-conditioning Maintenance, Lighting Maintenance, Electrical/Gas Maintenance, Plumbing Maintenance, Painting Works e.t.c.

2 Users will have the ability to create their own categories of maintenance jobs.

3 Within this section the user will be able to check the total amounts spent for every individual maintenance task, on every individual category of maintenance work carried out at his/her preferred date range.

4 For maintenance works performed by external professionals, the attaching capability of digital invoice will be available for every maintenance service offered.

5 In addition to this, users will be able to generate and print a 3D graphical report, presenting with numbers and percentages top 8 most expensive procedures concerning general maintenance routines for the company.

Dynamic, Colorful Administrator's Tasks Calendar

Module G.

System Administration

The system supports fully the simultaneous use of database by several users connected on the server's network.
Consequently an independent sub module inside the system, offers the administrator the following utilities:

a) Creation of new users for the system for automatic tracking of their actions when handling information. Modification of existing users' data and unregistering of specific users will also be possible.
b) Specification of all users' access level inside the program, including restriction to certain areas-modules of the system, either individually for a single user, or massively to a whole group-category of users.

Data volume - Database administration
The software provides 3 different ways of performing data backups. These are:
a) Fully automated and password protected data backup from the server installation to an existing secret location on the server, using a cryptographic technology.
b) Fully automated data backup from the server to an existing external media hard disk provided.
c) Manual backup option on the administrator's preferable media destination.

Optional Supporting Services.

The ThinkSuite Information System is supported by a group of professional IT techicians and programmers. Information System support may include additional new user training on the system, new system workstation installations on the network, and generally any type of technical assistance on the system. Consequently an integrated after sale support can be offered on customer demand. Supporting services may be offered in 2 ways:

Local (on place) support:
During office hours 8:00 -18:00 (Monday to Friday) working days, excluding national holidays.

Remote support:
During office hours 8:00 -18:00 (Monday to Friday) working days, excluding national holidays

Advantages & Benefits.

+ Secured, using up-to-date protection security techniques for data storage.

+ Supports wireless connections of users across local area network.

+ Includes cutting-edge technology feature for phone numbers export, in a compatible file format, for telephony software to send massive sms customer notifications.

+ Compatible with all Windows-based operating systems (32-bit & 64-bits type).

+ User friendly with minimum effort of user familiarization, protective for the user, offering help labels, notifications balloons, tooltips for the command button in order to prevent insufficient data completion or collision of data entry inside the system.

+ Supports unlimited data volume storage.

+ Uses fast, time saving automations and reliable techniques for all data managed in the system, as well as includes strong data validation.

+ User interface developed in English (international) language with prospect for other languages to be added in the future on the user interface.

+ Built from scratch on a fully upgradable and compatible platform, exclusively tailor made for the requirements of your business. The System supports the embedding of any future requirement of new modules, modifications and updates.

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Version 28

Graphic Design // Illustration // Branding // Corporate Identity // Advertising // Web Design & Development // Interactive Design //
GPS Interactions // Photography // Motion Graphics // Video and Sound Arts // Information Systems Development and Design //