

Oracle® Hospitality BellaVita
Manager Manual
Release 2.7

March 2016

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Preface

This document has been created to provide a general overview of managerial administration, reporting, creating new users, and installing BellaVita on a Workstation.

Audience

This guide is intended for system administrators and support familiar with BellaVita.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at

<http://docs.oracle.com/en/industries/hospitality/>

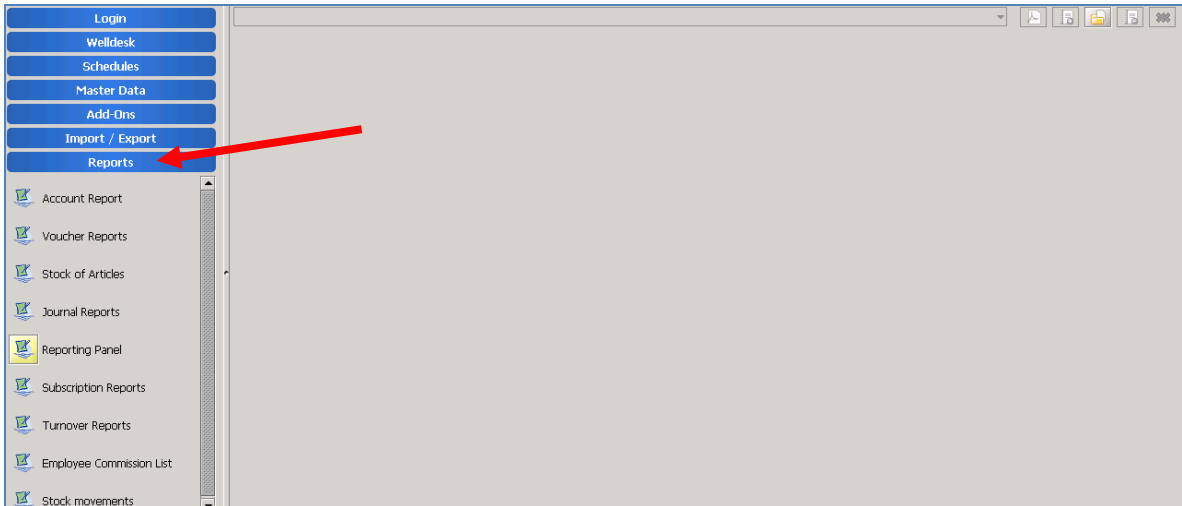
Revision History

Date	Description of Change
June 16, 2013	<ul style="list-style-type: none">• Initial publication. Document Version Number: 1.0

1 Managerial administration

Reporting

There are two types of reports in Bellavita. One group is accessed through the main menu - Reports tab.



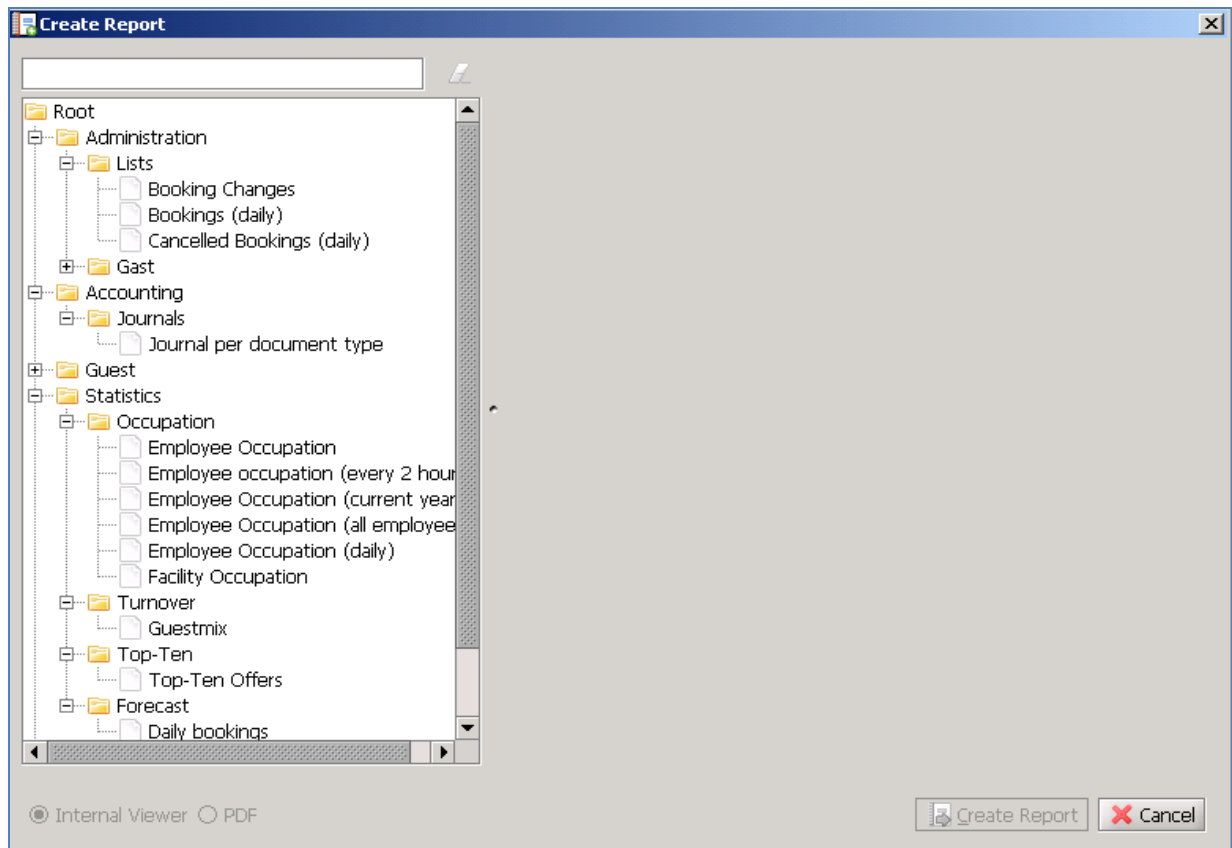
It will always start on the reporting panel where you can view any reports that you did not delete from here since your last log in. You can delete every report (including invoices) after it has been displayed by the double red cross on the top right corner of the displayed report.

The reports that you can use from this menu:

- Stock of articles: shows you a list of all you stocked articles.
- Journal reports: list all the invoices and receipts which you can filter by date or date range, order them chronologically, by employees, etc.
- Turnover reports: list all the revenue that your spa made. You can select the filters to show all the articles or offers, employees, etc. The report shows the amount of each offer or article sold with the total price paid for it.
- Employee Commission List: you can print this for all employees or per employee, select the filter * for all, or articles and offers separately. It will show you what each employee sold/treatment they did, how many of each, what total price for all.
- Stock movements: shows all the movements for the selected date range stock by stock, but you can check it individually for all articles.

The second menu of reports can be accessed from the top menu by this icon:
When you press it, it takes you to the following menu of reports.





The Administration – Lists will give you lists of the bookings that were changed (as in the intraday booking changes, but this can be for any other date, too); bookings per day and cancelled bookings.

The Accounting – Journals will give you the same journal report as you get from the first menu of reports.

Statistics – Occupation gives you the different report on the occupation of your resources. It will show you how much time were they scheduled for (the presences), how much time they were unavailable (absences: breaks and the reception duty), and how much time they spent on treatments. It gives you the sum of the time as well as the percentages.

Statistics – Turnover – Guestmix shows a report on the amount and percentage of each guest type booked. For this to be useful, every booked guest needs to have guest type set up on their profile.

Statistics – Top-ten Offers will show you the 10 most popular treatments.

Statistics – Forecast shows you the time period selected showing the total revenue expected for each day, the amount of confirmed and tentative bookings.

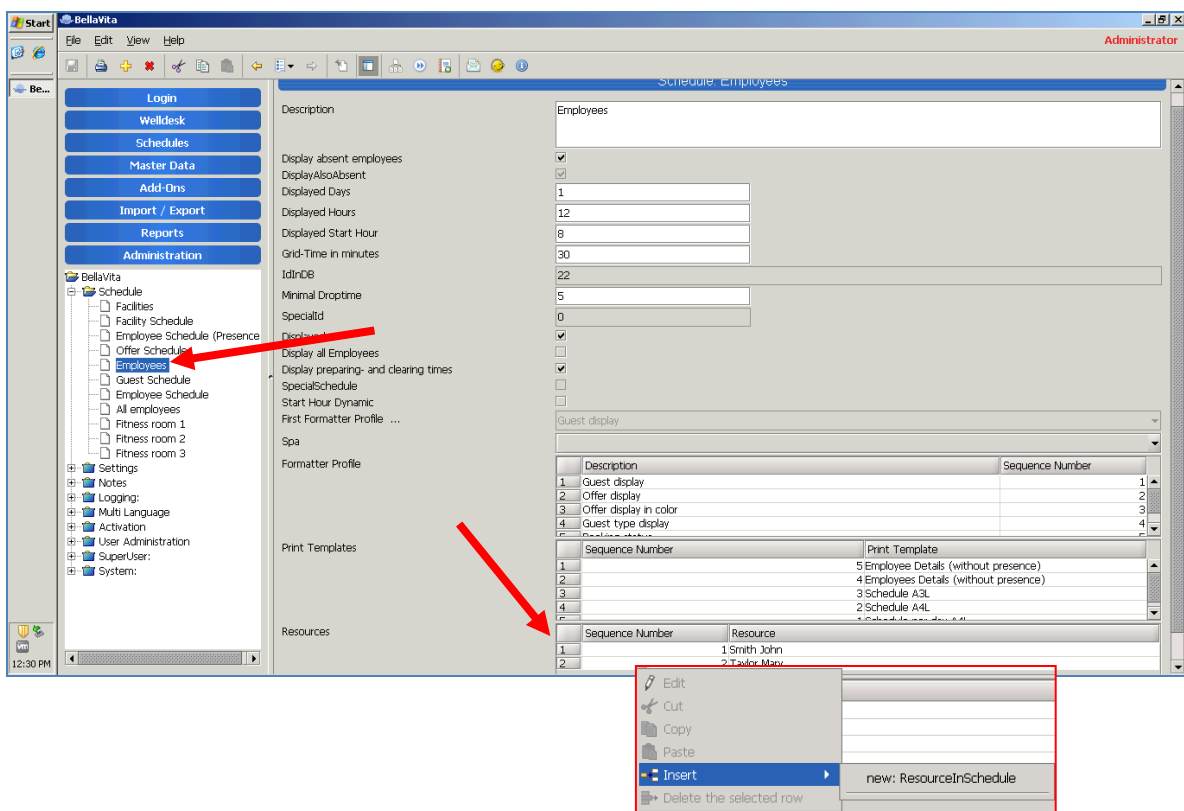
More details can be found in BellaVita reporting guide.

How to record new employees

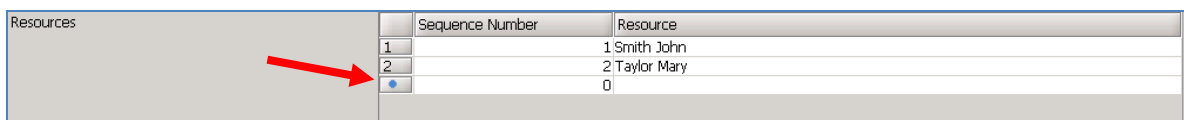
When you get a new employee register them in Master data, and create a new employee – Employees as explained in that section.

To make the **new employee appear on the schedule**, you need to add him/her to the schedule in administration. Go to Administration > Schedules and select the schedule that you would like this person to appear on.

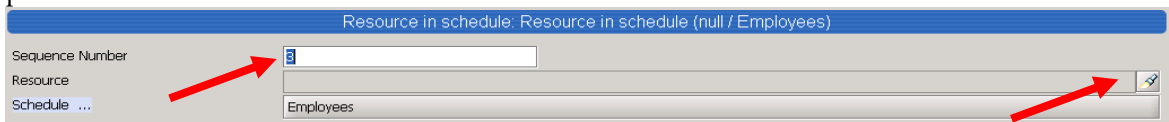
Go to the bottom of the screen in the Resources. Scroll to the end of this list and check the last number. Right click on any of the numbers on this list and choose Insert new > New: ResourceInSchedule



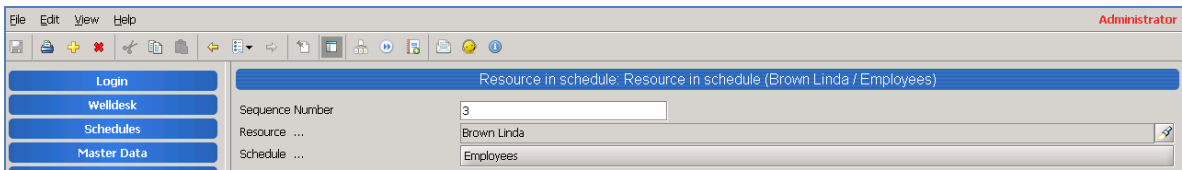
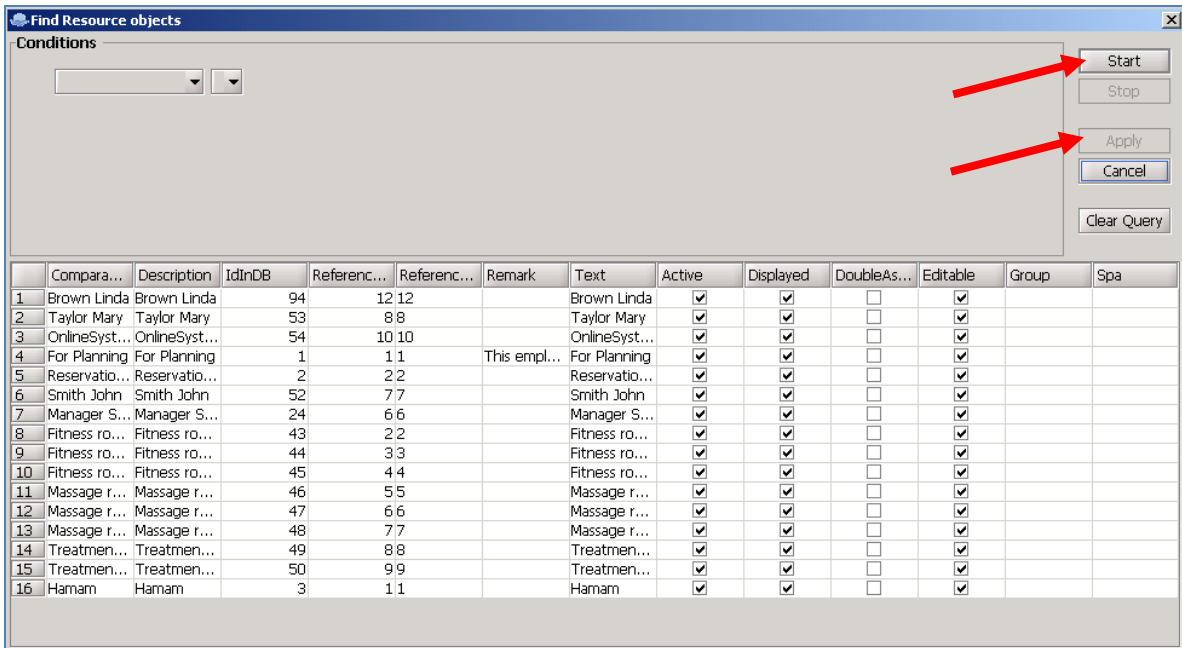
Now scroll down this list, and find your new line. Double click on the grey box in the beginning of the line so you get transferred to the next window.



Enter the next number that is after the one you saw at the bottom of the Resources list on the previous window. Search for the resource with the torch.



Press start to display all resources and highlight the one you are looking for. Click apply which takes you back to the previous window displaying the selected employee.

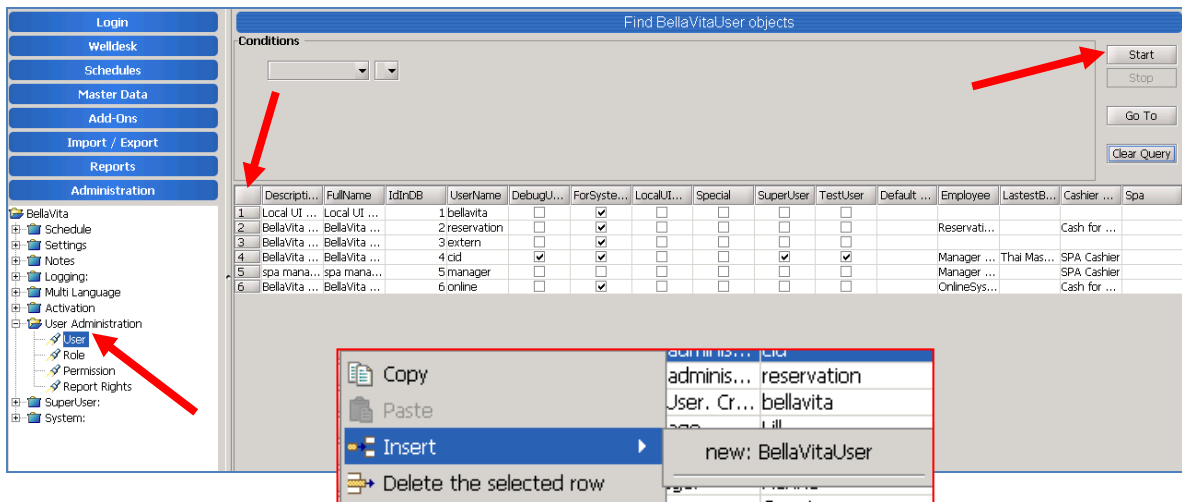


Press save!

Anytime you edit anything under Administration make sure you SAVE your changes or click File – Restore to exit without saving the changes. If you do not save/restore, Bellavita will not restart the next time you exit the application.

To see the whole list of options on the schedule in administration, click to the yellow arrow pointing to the left on the top menu bar (previous instance).

To give username and cashier to a new employee go to Administration – User Administration – User and press Start to show the records.



Right click on any of the numbers on the list and select insert > new: BellavitaUser. You will see a new line appearing, double click on the grey box in front of the line to get to the next window.

NEW USER SCREEN:

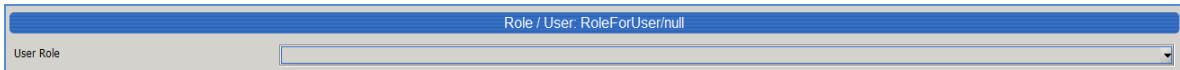
- Add the username that you want this person to log in with.
- Put the area they work in the description line.
- New password and verification: enter the same password in both fields and press Set Password to save this password (they can change it on the log in screen later)
- Select the employee from the drop down list.
- Add the cashier that this person will use: by the yellow cross which will add a line to the list below. Double click on the grey box in the front of the line which takes you to the next window.

Select the cashier from the drop down menu.

Save it! Then use the previous instance button from the top menu to go back to the previous screen.

- Now you need to select the same cashier in the cashier welldesk drop down menu.

- Role for user: this is where you add the rights to the new employee by the yellow cross which will add a line to the list below. Double click on the grey box in the front of the line which takes you to the next window.



Select the role for the user from the drop down menu.

- o *User with all rights see everything that the manager does.*
- o *User without master data can do anything apart from master data, administration and reports.*
- o *Cashiering rights depend if they have a cashier assigned or not.*

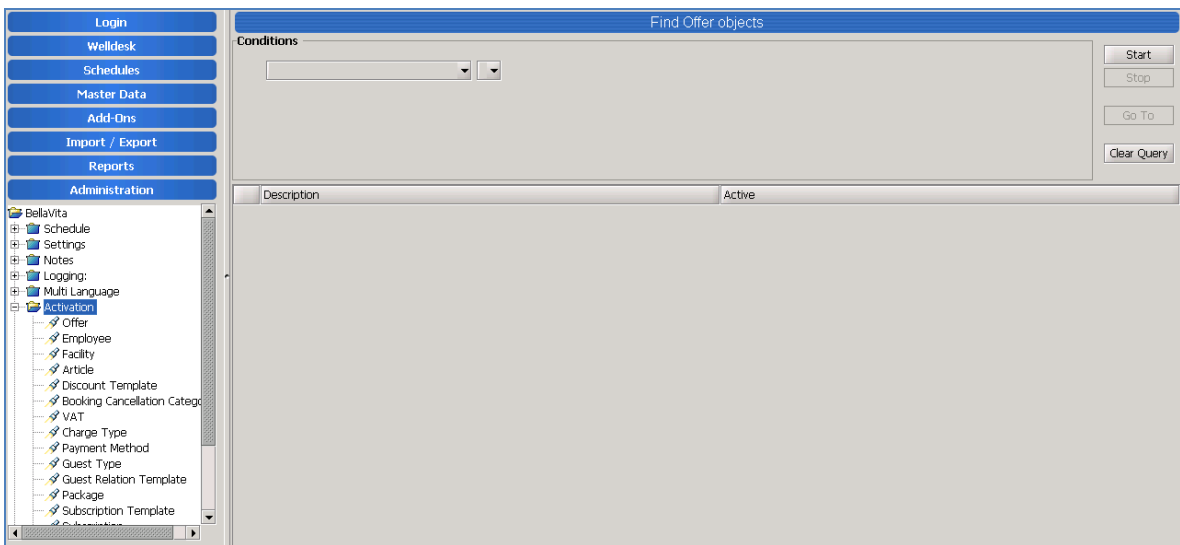
Save it! Then use the previous instance button from the top menu to go back to the previous screen.

Now all the fields are completed, save again.

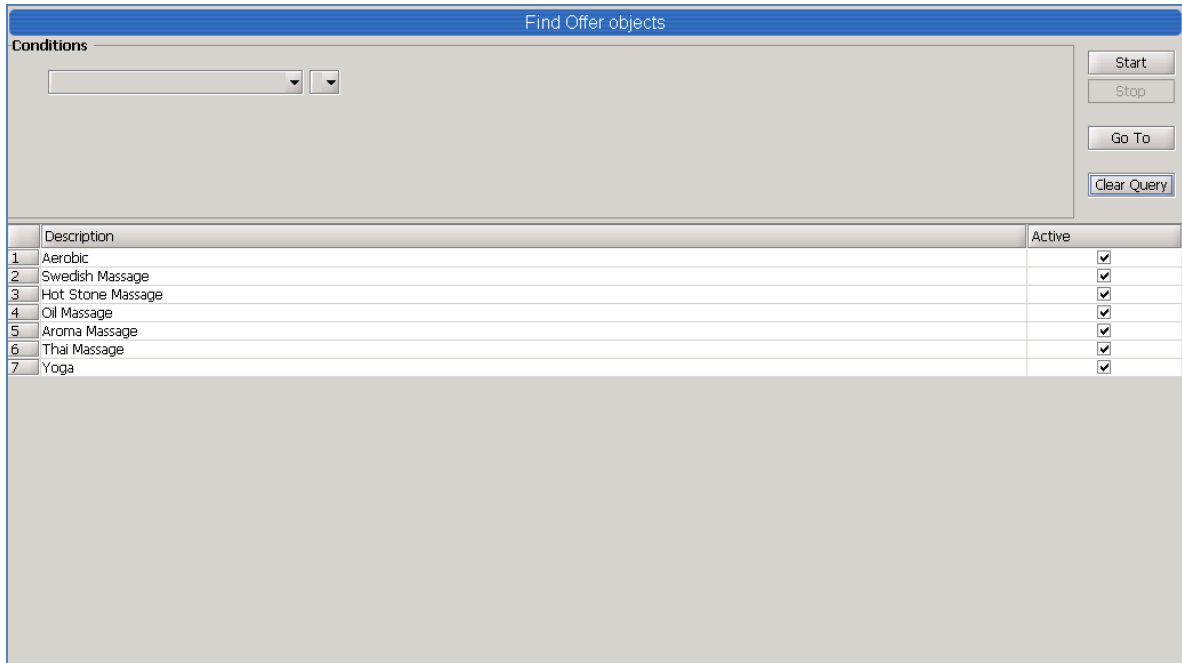
When you restart Bellavita, the changes you made in Administration become active.

Activation

There are several things in Bellavita that you cannot delete, however you can still hide it from further using. This is the option of activation. To use it, go to Administration – Activation and select from the below list what is that you want to make inactive.



Once you selected the category, click on Start. This will list all items of the category.



You see the tick box in the last column – the active records have it ticked. If you wish to de-activate something, untick the box and **Save!** For the changes to become active, you need to restart the application.

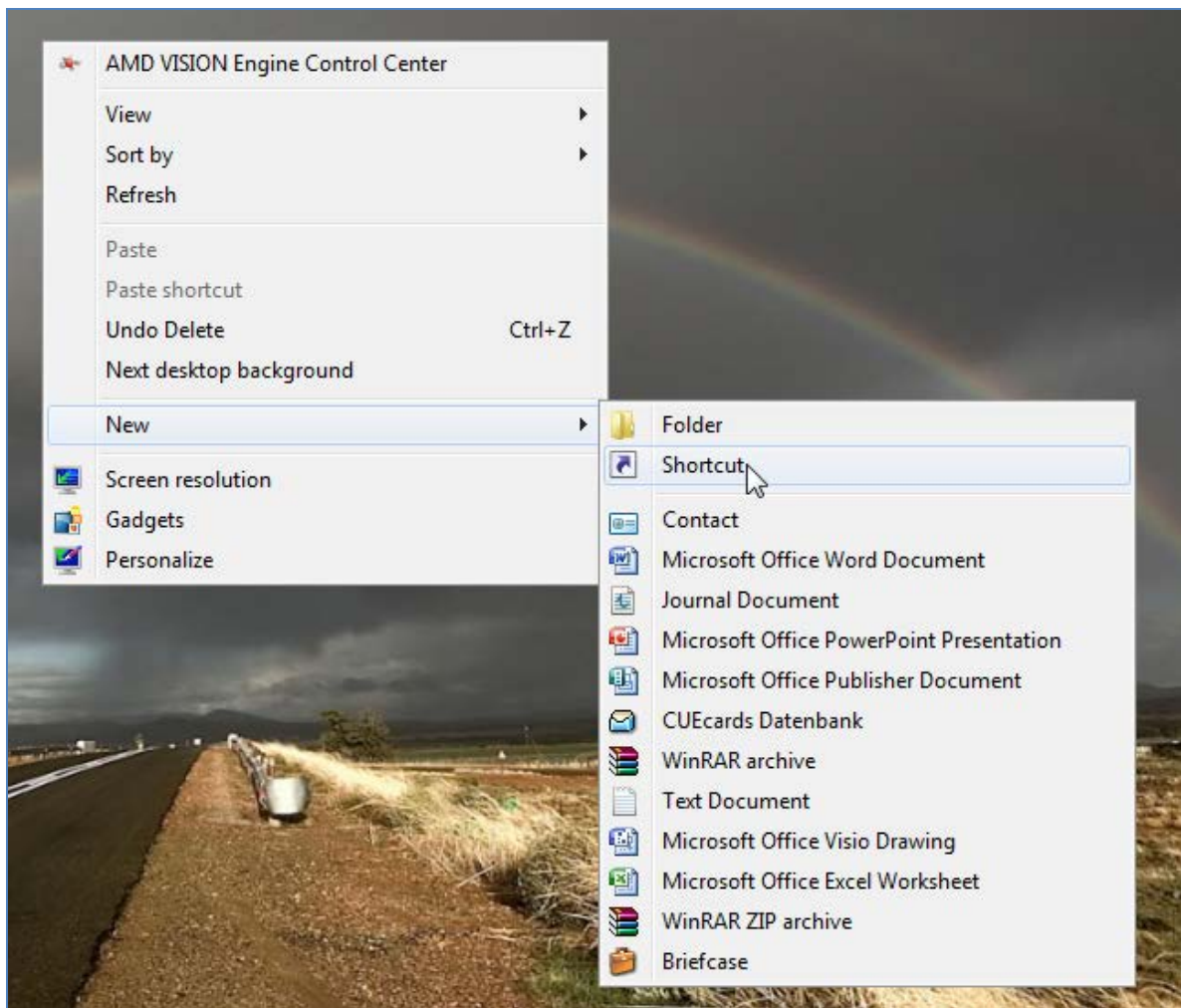
Once again, if you leave any of this unsaved – Bellavita will not start the next time.

2 Installing BellaVita on a Workstation

To install the application on a workstation, Bellavita only needs to copy the necessary files from the shared folder on the Server. This process can be completed by running a batch file in the shared folder on the Server. Bellavita uses the xcopy.exe (Windows\System32\xcopy.exe) to copy the files.

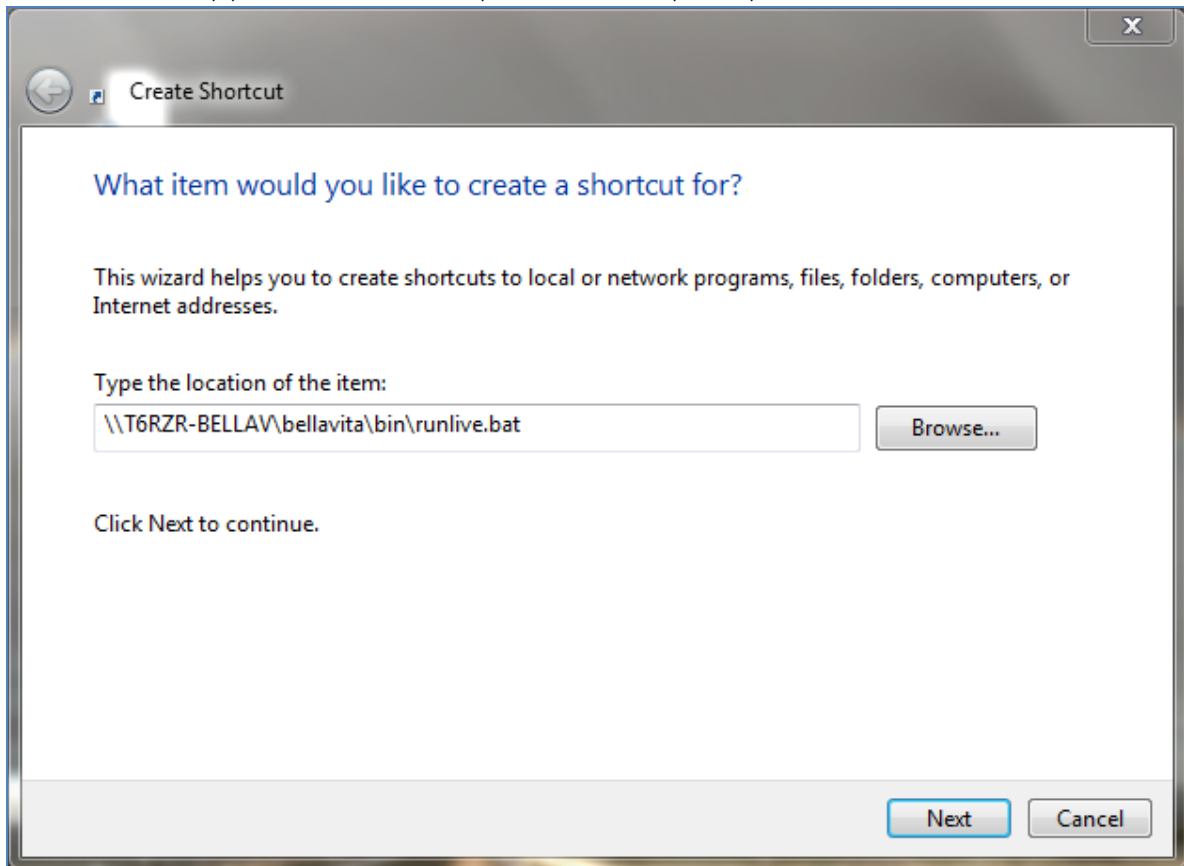
To start the process, first a shortcut needs to be created for the batch file (runlive.bat) on the workstation.

To do so, right click somewhere on the desktop, select 'new', then select the 'shortcut' option:



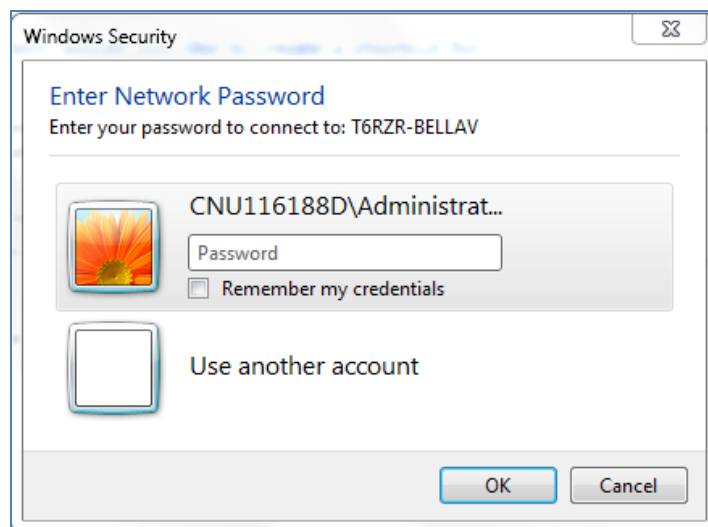
Then you need to add the path of the batch file, which can be found on the \bellavita\bin directory on the server, so in this case the path that you need to enter is the following:

\\T6RZR-BELLAV\bellavita\bin\runlive.bat



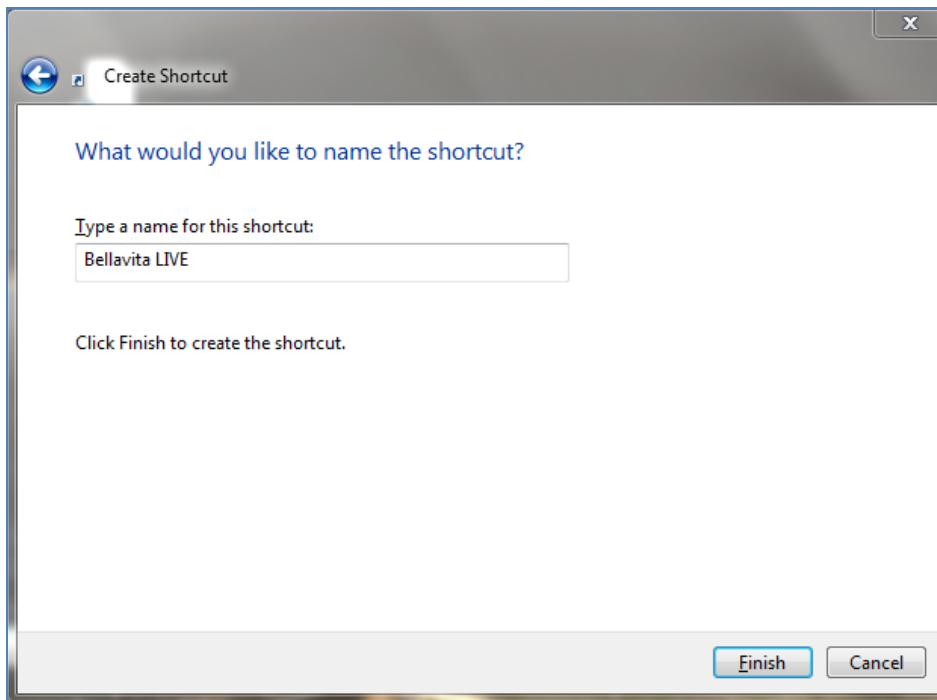
Click on the NEXT button.

In the next step you need to add your credentials, so the password of the Bellavita Server (T6RZR-BELLAV).

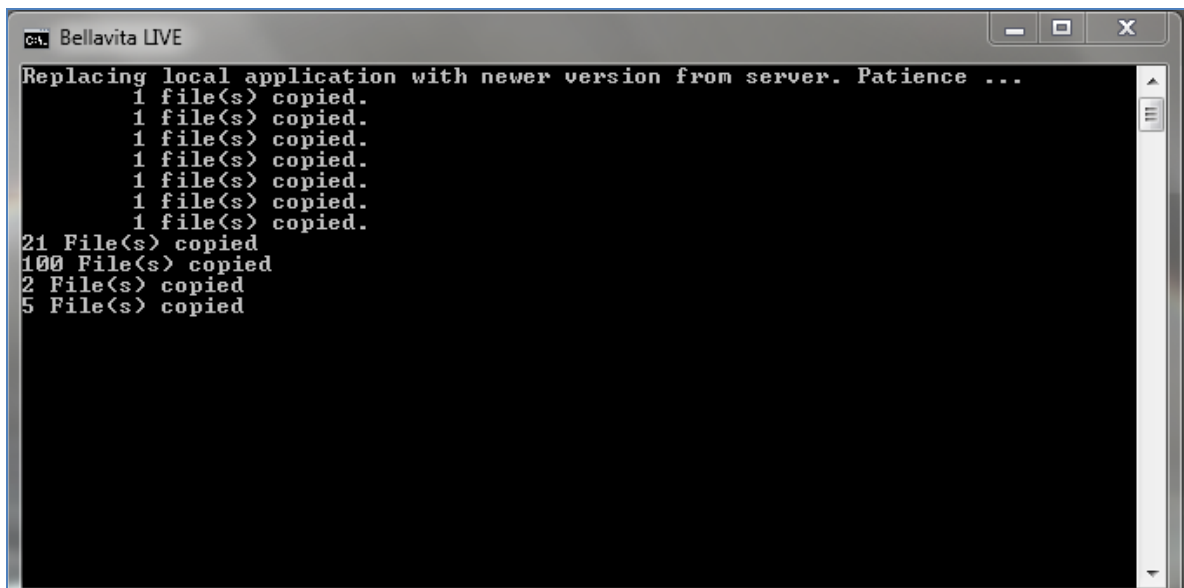


After entering the correct password, click on OK.

In the next step you need to give a name for the shortcut. Enter 'Bellavita LIVE'.



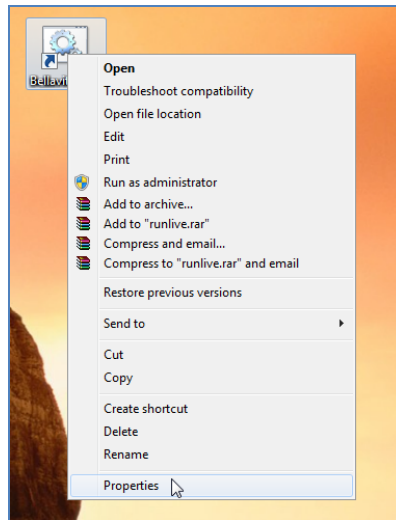
If you click on the FINISH button, the shortcut is ready, and all you need to do is launch it. After this a dosbox will appear and Bellavita copies the necessary files on the workstation, in the C:\bellavita directory.



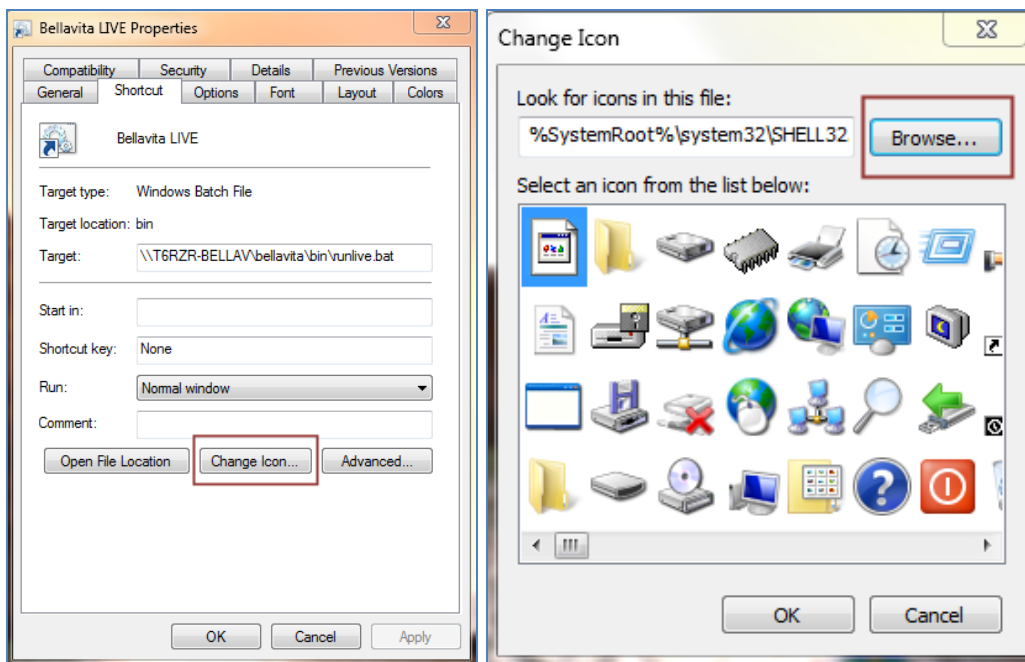
This process takes about 3-5 minutes, and when it is finished, and the dosbox disappears, BellaVita starts up.

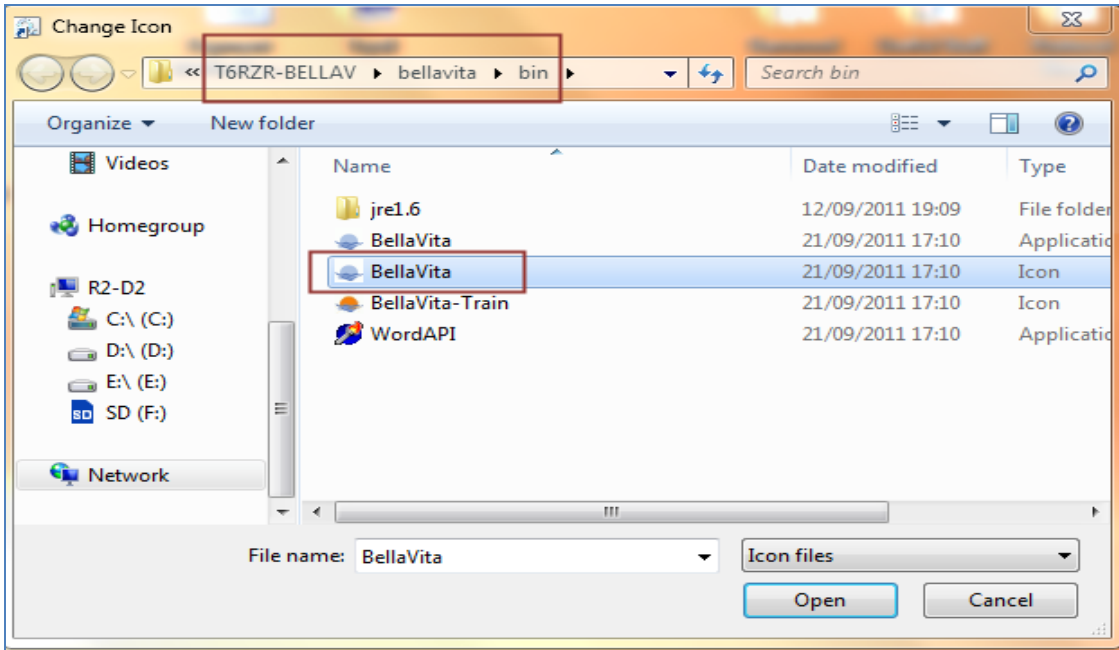
After the installation, the shortcut that just has been created will be the shortcut of the application as well, so whenever you would like to start up the LIVE Bellavita, you need to double click on the icon.

Because this is the application shortcut it is recommended to change the shortcut's icon. To do this right click on the shortcut and select properties:



On the next window, select the 'Change Icon' option, then Select 'Browse' and navigate to the shared folder where the batch file is located (\\T6RZR-BELLAV\bellavita\bin). Select the Blue icon file for the LIVE application.





After highlighting the icon file for the application, Select OPEN, press OK, and apply it. With this the configuration is finished and Bellavita can be launched by double clicking on this icon.

All you need to do is to repeat the whole process, to create a shortcut for the TRAIN Bellavita as well.

In this case the batch file, that you need to create the shortcut for, can be found in:

```
\\T6RZR-BELLAV\bellavita\bin\runtrain.bat
```

The icon for this shortcut also has to be changed. For Bellavita TRAIN, use the RED icon from the list.