



The first steps with Lodgit Desk Hotel Software

After you have tried and tested all features of Lodgit Desk with the demo database, you will switch to the work database to begin entering your own data. The work database is completely empty which means that, now, you'll be asking one very important question:

Where do I start?

We have designed our software to be intuitive and so there's no wrong way to go about entering your data. But, of course, the procedure can be done a lot faster if you know where to start. That's why we created this step by step guide on **the fastest way to enter your data and set up the system** so that you can get started with Lodgit Desk as soon as possible.



Step One – Preferences

Before you can use Lodgit Desk, there are a few important preferences and setting you have to decide on first. To do that, go to *File > Preferences*, if you're on Windows, or *Lodgit Desk > Preferences*, if you're on a Mac.

Tax

Add the legal tax rates for your country. The **presets** here are the **tax rates of the United Kingdom**, which you're free to edit or delete to make room for your own.

Currency / Payment methods

Select your country's currency. While the **default** is set to **Euro**, you can select any other currency in the drop down menu. The selected currency will be displayed everywhere in the software and printed on all documents (offers, confirmations, invoices).

Numbering

Enter your offer, confirmation and invoice numbering templates and the last number used. You can enter as many numbering templates as you like, or just edit the default one.

Deposit Options

Here you can decide if you want to create partial invoices for deposits you receive. This is especially important if you're using Lodgit Desk's data for your accounting, because deposits will only be listed correctly if you have the option with partial invoices selected. Deposits without invoices only appear as a not in the booking and will not appear anywhere else in the system!

Those were the most important preferences. Lodgit Desk offers lots of other preferences as well, but these can be set at any later time as well.



Step Two – Object Management

Now you can enter the data of your current object(s) and the respective rentable units. To do that, go to *Administration > Objects* or press the *Objects* button in the main window.

Objects

First you'll have to create an object. This contains all the information about your establishment, such as address and type of your object, times for arrivals and departures, child discounts and a short description. This is where you can select one of the numbering templates you have created before.

If you have **more than one object**, you can add them here separately and then use them with **different letter and numbering templates!**

Rentable Units

After you have created an object, you can add rentable units to it. Some information is mandatory to add a unit, such as price and price unit, room type and minimum and maximum number of beds. You will also have to select one of the tax rates (the one for accommodations) you have created before.

After you have created all your rentable units, you'll be able to immediately see them in the reservation schedule. **This means you can now start drawing in bookings, enter extra services and packages into the database, import your guest data, etc.**

Step Three – Did you know...?

Here, we'll list a few more options that you might find useful for your day to day business.

Price Management

You can manage **seasonal prices** by going to *Administration > Prices* or pressing the *Prices* button in the main window.

Remember that you can edit each booking's price individually, too!

Letter Layout

In the preferences you can adjust the letter layout (letter head and letter foot) to your liking. You're managing **more than one object that have nothing to do with each other**? You can also save **several layouts** and then use them **individually for each object**.

Online Modules

Did you purchase the use of our online modules? Then you need to activate your units for synchronization in the preferences and the object management.

Guest Settings

Default settings for a new guest, such as **home country and language**, can be adjusted in the preferences. Here, you can also decide if you want to be **reminded of your guests' birthdays** so that you can send a letter or email with your best wishes.



Still got questions?

✓ **You couldn't find all the information you were looking for?**

You can find more information about our hotel software on our website <http://www.lodgit-hotel-software.com>.

✓ **You have specific questions that you want to talk to us about?**

We're happy to answer any and all questions via email, through our [contact form](#) or on the phone: +49 341 4206944.

We're looking forward to working together with you!

Your Lodgit Team