

Today's release includes feature updates for Events, Yield Management and several other areas of hop. New features and feature updates are specified below. Please don't hesitate to get in touch with [support@hopsoftware.com](mailto:support@hopsoftware.com) should you have any questions.

**Feature: Colour tags for Events****Area: Events Management**

To set up the feature, first go to "Administration" and then "option sets" – click on "Add", then select the Option Type "Event Type", add the types of events happening at your property under Option Value. Next, click on "Events" and then "Admin". On the lower half of the screen you will see all Event Types you set up in Option Sets. Click inside the black colour stripe to set a colour, click "save". Next, go to "Events", "Manage Events", on the details tab you can select an "Event Type" – the colour you set shows under "Events", "Planner". Use this to make recurring events stand out and get a better overview of events at your property.

**Feature: Copy Event****Area: Events Management**

To copy an existing event, simply go to "Manage Events" and chose an event you want to copy by clicking the little arrow pointing down next to the event name, in the drop down, select "copy". All Event Details, apart from the date, will be copied and a new house account will be created, if you do not want to select an existing one.

**Feature: Dashboard Upgrade****Area: Events**

Several features were added to the events planner: On the dashboard, your events for the next 7 days are listed in chronological order, if there is an event happening today, it is listed on the left of the screen. The right side of the screen will show notices and notes (user specific) that expire today.

**Feature: Time display on mouse over****Area: Events**

If you go to "Events" and then "Planner", you will see your calendar (now reorganised to Monday-Sunday in the week- and month view), hovering over (=putting the mouse cursor on) an event will show you the time of the event.

**Feature: Additional details****Area: Events**

When setting up a new or editing an existing event, you will see a new free text field “Menu” which you can use to make notes on the menu options for the respective event. At the bottom of the same screen, the option to “print” the event has been added, allowing you to convert all details to a pdf which you can save, send or print.

**Feature: Package modulation****Area: Events**

In “Events” “Packages” you can now mark set Articles to be included in the rate via tickbox (right below the “Articles” field). If you tick this box, the night audit will process the respective articles as part of the package, rather than add the amount to the price of the package.

**Feature: Create follow up tasks****Area: Events**

When creating a new event and setting the status to “provisional” or “offer”, a pop up will automatically appear when saving the event, asking for a follow up task. A date needs to be selected and a user team assigned (to confirm the event, e.g.).

**Feature: Associate Tasks with Events****Area: Tasks**

When setting up a new task (or editing an existing one) under “Tasks”, you can now search for an event that the task is associated with. If you click the “show on dashboard” box, the task will show in the events dashboard.

**Feature: Assign Tasks to User Teams****Area: Tasks**

Under “Tasks” you can set up new tasks and now assign them to user teams (instead of only to individual users). All team members will get notified of the new task and can manage it between them.

**Feature: Layers of Yield Management****Area: Yield Management**

You can now add several layers with rules in “Rates”, “Yield Management”. After setting up a new Yield Management rule, you can drag and drop the individual rules into position – depending on what relative position they are in, they supersede the rules below. The Rule with Priority 1 overrides any rules with a higher number that would limit or contradict it e.g.

**Feature: Apply Yield Management Rules to multiple rate plans****Area: Yield Management**

Under "Rates" "Yield Management" you can apply new or existing rules to multiple rate plans, simply chose in the respective field ("rate plans").

**Feature: Yield Management drives OTA rates****Area: Yield Management**

Yield Management Rules that apply to a rate plan, which is mapped onto a 3<sup>rd</sup> party booking site (booking.com etc), now also direct the rates pushed to 3<sup>rd</sup> party booking sites.

**Feature: Lost Property Status****Area: Housekeeping**

If you go to "Housekeeping" and select "Lost Property" you can now apply different statuses to lost property (lost, claimed, found, sent, disposed). This will allow you to keep track of lost/found issues and inform guests more accurately.

**Feature: Multiple Email Addresses****Area: Confirmation Letter**

You can now specify numerous (sent by) Email Addresses. To configure this, please go to "Administration" – "Option Sets", click "Add" and then select "From Email" and type the "sent by" address you want to use. Then, go to "Administration" "Confirmation Config" and select the option you set in the drop down above the text field. Please note: this will only work if the SMTP server you are using will allow you to send emails from different emails on the same domain, most public SMTP servers (gmail, Hotmail) do not allow this.

**Feature: End of Day Reports****Area: Administration**

You can now set up a variety of daily report types that can by triggered via one click. Go to "Administration" and then "End of Day Reports". Click on "Add" and give the report a name (those could be specific for Finance, or Managers, or certain members of staff). Select Report types from the dropdown and then save. Now you can simply click the name of the Report-bundle you just set up, select a date and click "execute report", this will open your report in a pdf which you can then save, print and send.

**Feature: Provisional Bookings highlighted****Area: Front Desk Reports**

If you go to "Front Desk Reports" and then "Provisional Reservations", you will see that now all provisional reservations with an expiry date in the past are now in red colour.

**Feature: Record Car Reg**

**Area: Reservations**

When taking a reservation/booking in hop, you can now add the guest's car registration number. When you make a new booking, this will be on the "rooms" tab. For existing Reservations, go to the reservation item (RESX number), click "edit" and you will be able to enter the car registration on the details page.

**Feature: Add Photos to Room Profiles**

**Area: Rooms**

You can now add photos to individual rooms (go to "Rooms" "Room Profiles"), these images will not show on your booking engine and are only for internal purposes.