



Nightly Audit Procedure.

To be performed at 4:45am nightly.

1/ Card Issued Log

Insert the “Card Log” card into each Reception Unit in turn.

- Screen will read “Read Card Issued”, select “Yes”.
- Screen will read “Full Printout”, selected “Yes”.
- Printer will now print Card Log.
- Remove card from unit then push “No” to reset.

2/ Retrieving Sales Logs

Preparation

Turn on the iPAQ.

If the SmartBar Program is not running then:

- Tap the Windows icon in the top left corner, a drop down menu will appear.
- Scroll down if necessary and tap the “SmartBar” icon.

From the SmartBar program first screen select “Sales Log”, then select the “Start New File” button, a new screen will appear prompting you for file name.

Enter the date as the file name eg. 8th Feb 2003 would be 030208, then press OK.

At the top of screen “Current Sales Log File” should now be as created.

Downloading Sales Data

You will need to take the iPAQ, together with its cradle and cable, and the Service Card to each unit and perform these steps:

- Insert the “Service Card” in the unit’s slot and plug the iPAQ into the serial connection under the display screen.
- Select “Get Sales Info”. The iPAQ will now automatically download the data from the SmartBar unit.
- When the download is complete a box will appear asking to “Save to File”, select “Yes”.
- When the Status box returns to “Ready”, unplug the iPAQ and remove the “Service Card”.

Once you have downloaded from all the units, return to the Reception unit with the iPAQ.

3/ Printing Sales Reports

Plug the iPAQ into the serial connection on the box between the keypad and the printer on the Reception Unit, then toggle the green switch on the front to the sales reporting setting (as shown on the top of the reception unit).

On the iPAQ screen select the “Print Current File By Card” button and follow the on-screen prompts.

When printing of report is complete repeat but print by “Product”.

Return the green switch to its “Reception” setting.

The card log report and report by product, together with the number of rooms occupied, is then faxed to Graeme Ruthven on 477 0810.

The data from the “Sales By Card” report is then posted to the guests’ folios.

Staple the Card Issued Log and the Sales By Card Report together and leave for the morning shift in

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This whole process will take approximately 9 mins.