

11. Select the path of the logo and click on **Open**. Once again, you need to resize the inserted field. You can also move the logo around to any place on the screen. If you select to add your own logo or image, please make sure that you save your logo in the c:/Program Files/ Novtel Reservation/Forms directory to prevent later complications. Save all your forms and documents in the same directory.

You will only be able to add bitmap and jpeg images onto the Novtel Forms Designer.

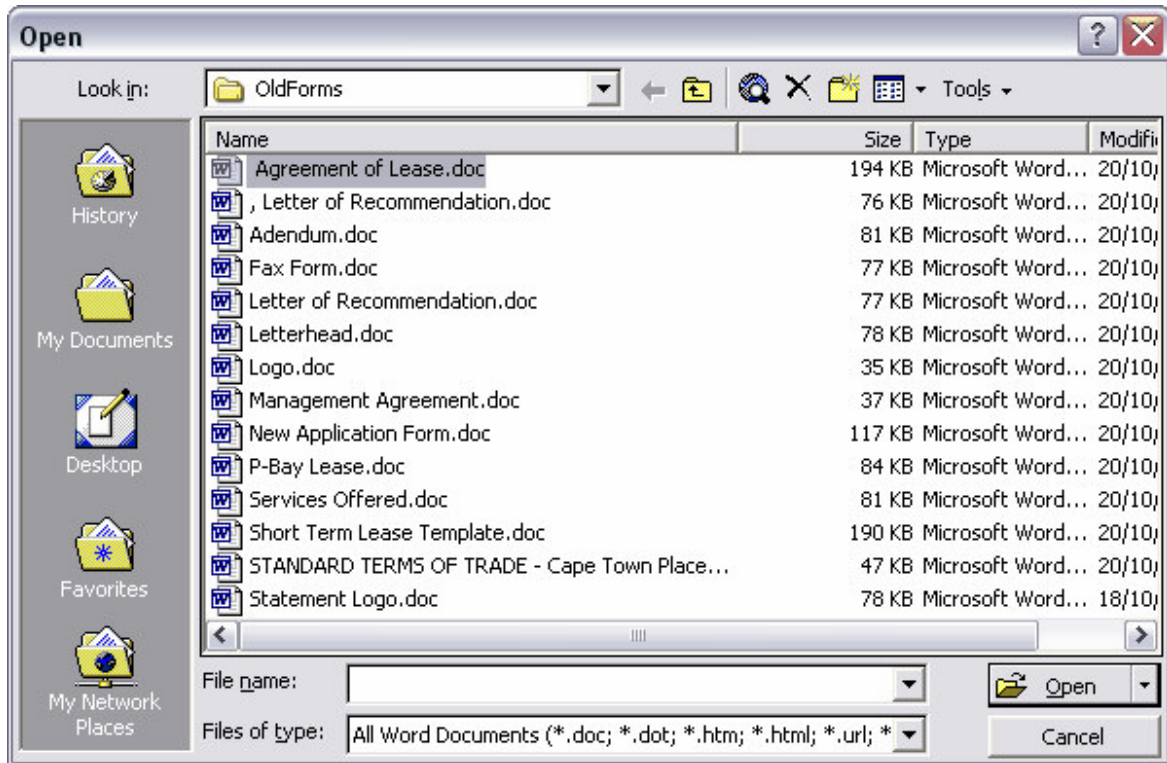
4.2 MS Word Documents

The Novtel program is intelligent enough to use your current lease agreement which is in Microsoft Word format to print.

You need to change the file extension to a .dot (document template) to be able to use the document in Novtel. Novtel will make use of bookmarks in the document. The bookmarks have specific names and reflect to the same name in the Novtel database. This means that certain fields from Novtel will be inserted in the document such as First Name , Last Name, Date of birth, Rental amount and Deposit amount etc.

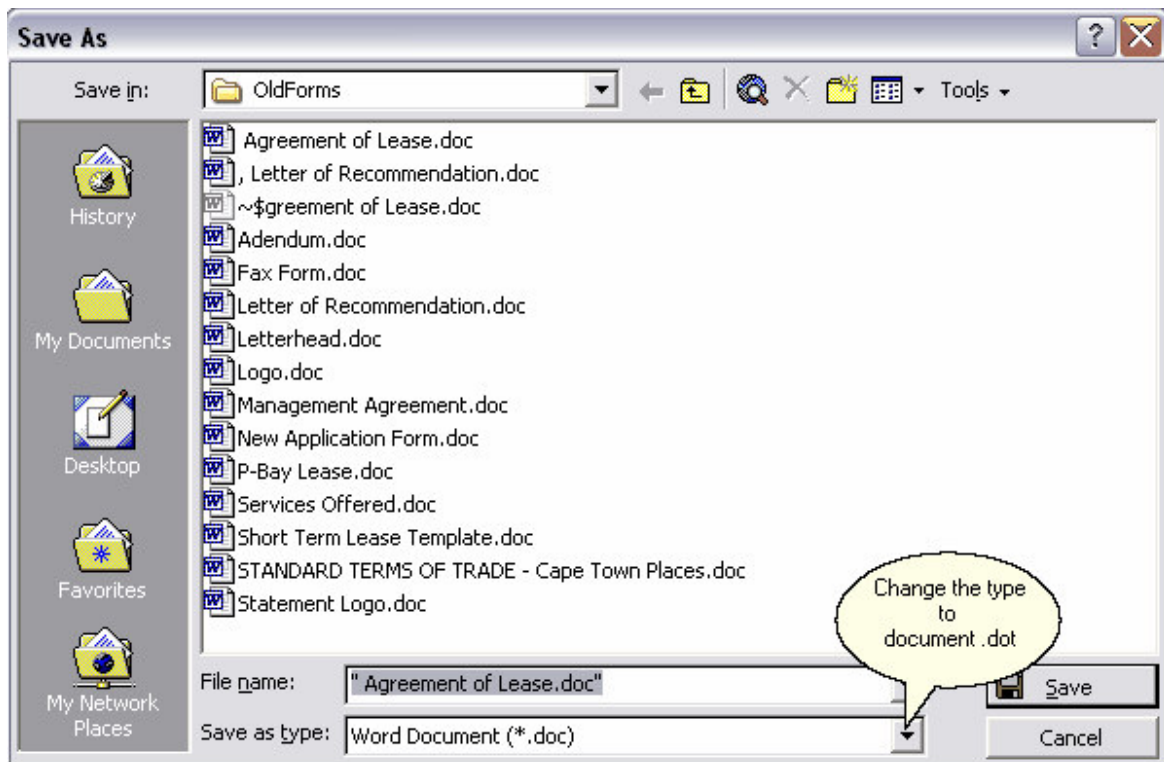
1. How do you save your document?

1.1 Open the document in MS Word



1.2 Click on the document that you want to open and click on Open

1.3 Once the document is open click on File -> Save As



1.4 Click on Save

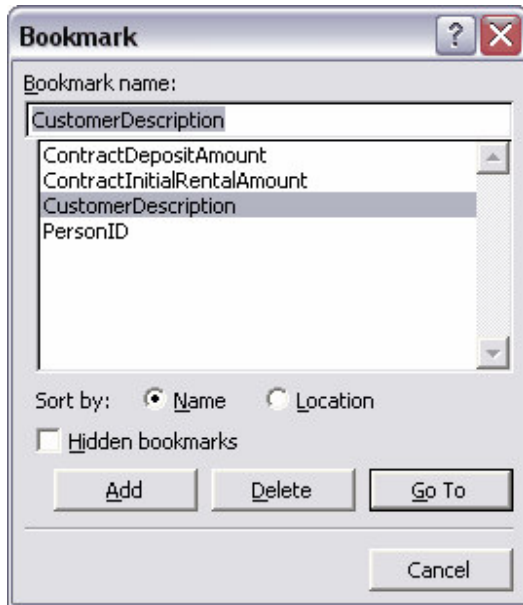
NB Make sure your path (where you save the document is: c:/Program Files/ Novtel Reservation/ Forms

1.5 Complete this process until all your documents are changed

2. How to insert bookmarks?

2.1 Open the document and go to the place where you want to insert the bookmark

2.2 Click on insert -> bookmark



2.3 Enter the description of the bookmark supplied by Novtel. It is very important that the spelling of the bookmark is 100% correct. If the spelling is incorrect the bookmark will not display in the document.

2.4 Continue this process with all the other bookmarks in the document.

2.5 Please make sure you save the document after entering these bookmarks.

The following bookmarks are available in the Novtel program

CustomerCode
CustomerDescription
CustomerAddress1
CustomerAddress2
CustomerAddress3
CustomerAddress4
CustomerAddress5
CustomerTelephone
CustomerCellphone
CustomerTaxNumber
PersonId
PersonEmployerName
PersonEmployerTel
ItemCode
ItemERFNumber
UserDescription
CompanyName
CompanyTaxNumber
CompanyTelephone
CompanyFax
CompanyEmail

CompanyWebsite
CompanyRegistrationNumber
CompanyAddress1
CompanyAddress2
CompanyAddress3
CompanyAddress4
CompanyAddress5
WorkstationEmail
ContractDateStart
ContractDateEnd
ContractInitialRentalAmount
ContractDepositAmount
ContractDepositDueDate
SupplierCode
SupplierDescription
SupplierAddress1
SupplierAddress2
SupplierAddress3
SupplierAddress4
SupplierAddress5
SupplierTelephone
SupplierCellphone
SupplierEmailAddress
CustomerAccountName
CustomerAccountNumber
CustomerUserDefined1
CustomerUserDefined2
CustomerUserDefined3
CustomerUserDefined4
CustomerUserDefined5
PersonFirstName
PersonLastName
SubhireNumber
ContractNumber
ReservationRentalAmount
ReservationAddCost1
ReservationAddCost2
ReservationAddCost3
ReservationAddCost4
ReservationAddCost5
ReservationAddCost6
ReservationAddCost7
ReservationAddCost8
ReservationAddCost9
ReservationAddCost10
ReservationAddCostAmount1

ReservationAddCostAmount2
ReservationAddCostAmount3
ReservationAddCostAmount4
ReservationAddCostAmount5
ReservationAddCostAmount6
ReservationAddCostAmount7
ReservationAddCostAmount8
ReservationAddCostAmount9
ReservationAddCostAmount10
ReservationInvoiceNumber
SubhireInvoiceNumber
ReservationTax
SupplierUserDefined1
SupplierUserDefined2
SupplierUserDefined3
SupplierUserDefined4
SupplierUserDefined5
SystemDate
ReservationDepositAmount
ReservationNumber
ReservationInvoiceInclusiveTotal
ReservationArrivalDate
ReservationDepartureDate
ReservationArrivalTime
ReservationDepartureTime
ReservationDepositDueDate
ItemDescription

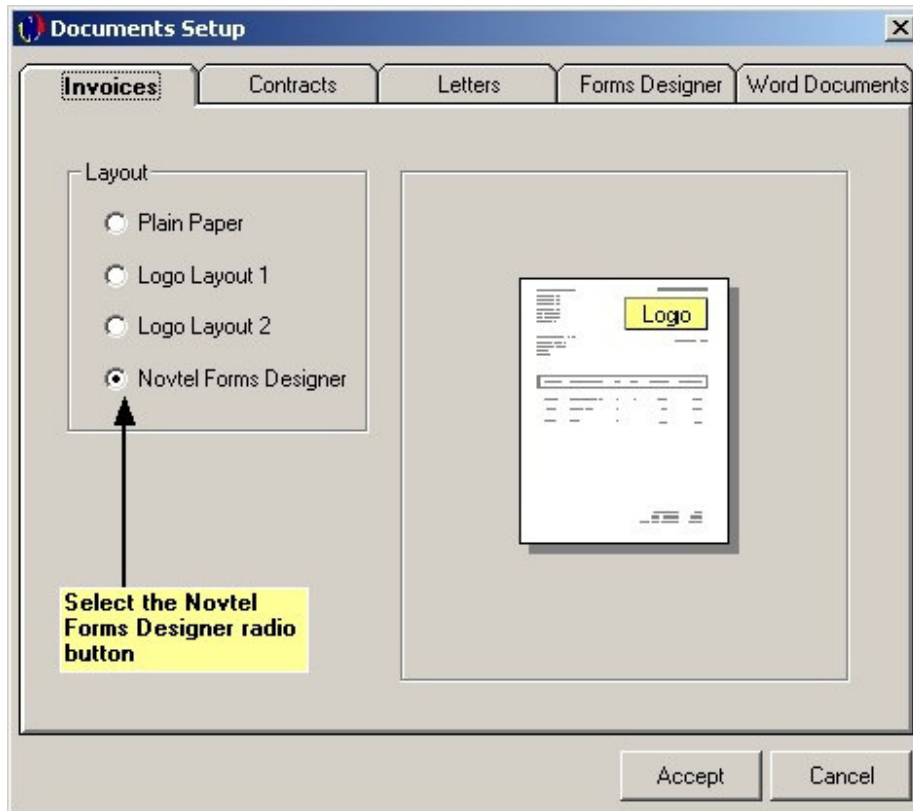
5 Linking your documents

Once the documents are created and saved you need to link it to the Novtel system. Both types must be linked.

5.1 Novtel Forms Designer

To start setting up your documents, you need to -

Click on **Setup -> Documents**

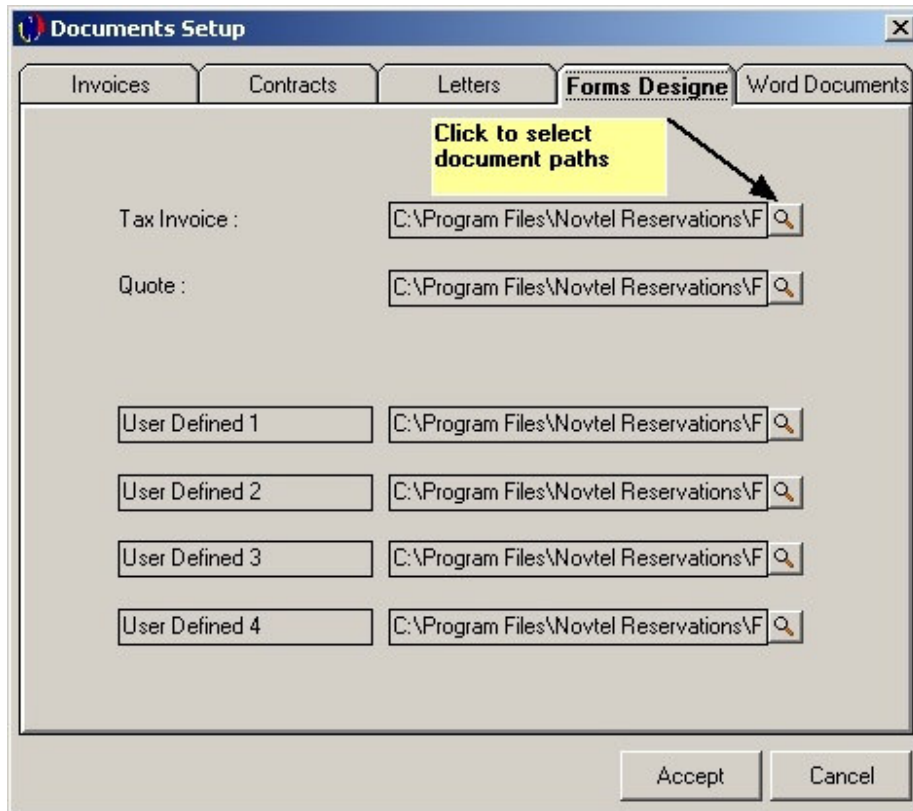


Novtel is equipped with **standard documents** within the program, meaning that you can start printing documents from the word go. However, if you wish to **customise** your documents (as most companies do), Novtel makes provision for this.

To customise your documents, you need to -

1. Select the **Novtel Forms Designer** radio button

The following will be displayed:



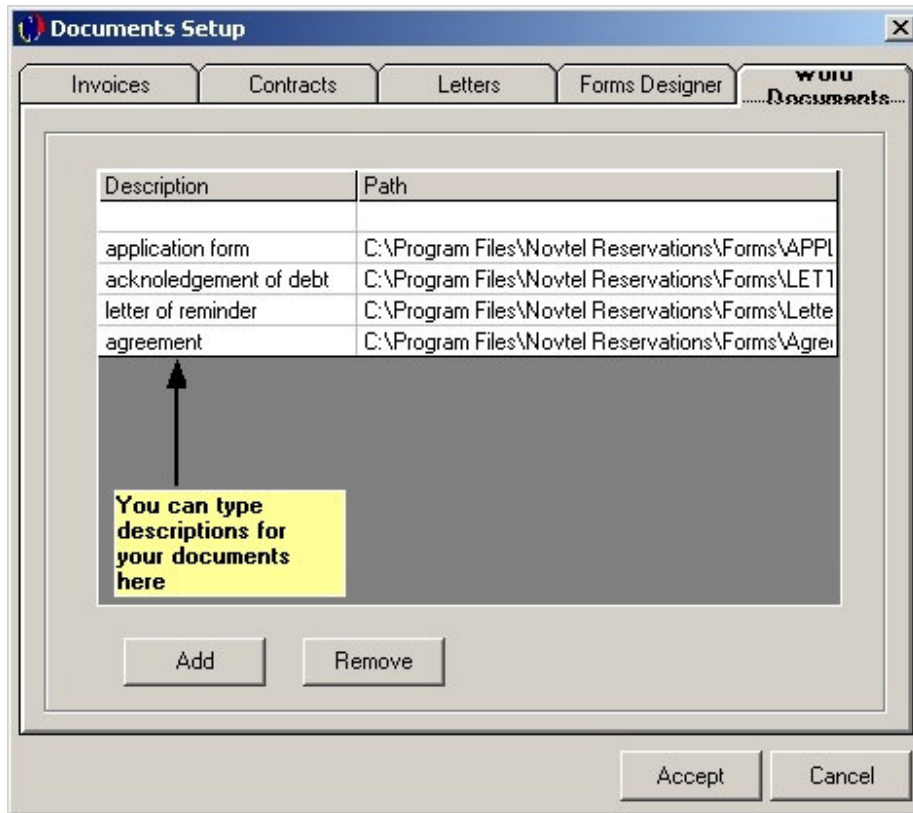
2. Now you can select the paths where your documents are saved on your hard drive (See [Novtel Forms Designer](#) for a detailed description of how to design and save your own documents)

3. You can link both your Tax Invoice and Quotation documents, as well as four additional documents here. You can rename these four fields to what ever you want.

3.1 click on the first field and type the description of the document

5.2 MSWord Bookmarks

Next, click on the **Word Documents** tab



5. Here, you can type in the names you would like to use for your **MSWord** documents, and choose the paths accordingly

6. Click on **Accept** to save these settings

MSWord Documents work with **bookmarks**, which we will discuss in the following sub section...

In Novtel Property Management, we make use of various **bookmarks**. These bookmarks are used for linking information between Novtel and Microsoft Word. Below is a list of all the bookmarks used -

CustomerCode
CustomerDescription
CustomerAddress1
CustomerAddress2
CustomerAddress3
CustomerAddress4
CustomerAddress5
CustomerTelephone
CustomerCellphone
CustomerTaxNumber
ItemCode
UserDescription
CompanyName
CompanyTaxNumber
CompanyTelephone
CompanyFax
CompanyEmail

CompanyAddress1
CompanyAddress2
CompanyAddress3
CompanyAddress4
CompanyAddress5
WorkstationEmail
PersonID
PersonEmployerName
PersonEmployerTel
ItemERFNumber
ContractDateStart
ContractDateEnd
ContractInitialRentalAmount
ContractDepositAmount
ContractDepositDueDate

As you can see, the bookmark names give a clear description of what information they link to in Novtel Property Management. Microsoft Word documents are set up according to the specific needs of your business, and the relevant bookmarks are then inserted so that the information you want on each document, is available to you. Once your MSWord documents have been created, they are saved on your hard drive and linked to Novtel (see previous section).

6 Creating your Properties

Before you can start creating your properties you need to create your branches, areas and suppliers. These fields must be created before you can add properties.

The property setup is divided into 4 different categories:

1. Creating your Categories

You can create different categories. (For example 3 bedroom houses and 2 bedroom houses) The categories must be used if they have holiday rentals. The category will be linked to the season and therefore the total cost calculation will automatically be generated.

2. Creating Branches

You have the option to create different branches which can be colour-coded according to your needs. It can be used for the different areas in your operational area. If you have different branches at different locations you can use this feature to classify between the different branches. You can also use the branches for each agent working for you.

3. Creating your Charges

Create different chargeable items (eg. Water and Lights, Damages). It's important that your 3rd party software is setup before you start creating charges. In the Novtel program you have the facility to create these items in your 3rd party accounting software. If the setup wasn't done you will have to edit the items in the 3rd party software.

4. Creating your areas