



HLS Holiday Manager Software Manual

Merge Codes

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Merge Codes

Introduction

Rather than type all of the information in manually for letters, codes can be used that will automatically insert required information into every letter. For example, on a standard letter to an owner, rather than manually typing in the owner's first name every single time, we would use a code "#o_firstname", which would automatically insert the first name of the owner who we are writing to.

The merge codes are split into Owner, Property, Holidaymaker, Booking, Maintenance Company and Company/System fields and are in the format of #prefix_fieldname.

Owner Fields

| Field | Prefix Code | Translation |
|-------------|--------------|------------------------|
| RefNo | #o_ref | Owner Reference Number |
| Title | #o_title | Owner Title |
| FName | #o_firstname | First Name |
| Surname | #o_surname | Surname |
| Salutation | #o_sal | Salutation |
| HouseName | #o_propname | House Name or Number |
| AddressL1 | #o_add1 | Owner Address 1 |
| AddressL2 | #o_add2 | Owner Address 2 |
| Town | #o_town | Town |
| County | #o_county | County |
| Postcode | #o_pcode | Postcode |
| Country | #o_country | Country |
| Notes1 | #o_notes1 | Notes field one |
| Notes2 | #o_notes2 | Notes field two |
| HomePhone | #o_homephone | Home telephone number |
| WorkPhone | #o_workphone | Work telephone number |
| MobTel | #o_mobile | Mobile Number |
| Email1 | #o_email1 | Email Address1 |
| Email2 | #o_email2 | Email Address2 |
| Email3 | #o_email3 | Email Address3 |
| AccountName | #o_accname | Bank Account Name |

| | | |
|----------------------------|-------------|--------------------------------|
| AccountNo | #o_accno | Account Number |
| BankReferenceNo | #o_bankref | Bank Reference Number |
| SortCode | #o_scode | Sort Code |
| BankName | #o_bname | Bank Name |
| BankBranch | #o_bbranch | Branch Name |
| BankAddressL1 | #o_badd1 | Bank Address Line one |
| BankAddressL2 | #o_badd2 | Bank Address Line two |
| BankTown | #o_btown | Bank Town |
| BankCounty | #o_bcounty | Bank County |
| BankPostCode | #o_bpcode | Bank Postcode |
| BankCountry | #o_bcountry | Bank Country |
| OverseasCorrespondenceName | #o_ongame | Overseas Correspondence Name |
| OsCAddressL1 | #o_oadd1 | Overseas Address line one |
| OsCAddressL2 | #o_oadd2 | Overseas Address line two |
| OsCTown | #o_otown | Overseas town |
| OsCCounty | #o_ocounty | Overseas County |
| OsCPostcode | #o_opcode | Overseas Postcode |
| OsCCountry | #o_ocountry | Overseas Country |
| FicoRef | #o_fico | Overseas fico reference number |
| MaintenProv1 | #o_main1 | Maintenance Company 1 |
| MaintenProv2 | #o_main2 | Maintenance Company 2 |
| MaintenProv3 | #o_main3 | Maintenance Company 3 |
| MaintenProv4 | #o_main4 | Maintenance Company 4 |
| MaintenProv5 | #o_main5 | Maintenance Company 5 |

Property Fields

| Field | Prefix Code | Translation |
|--------------|--------------------|---------------------------|
| RefNo | #p_ref | Property Reference Number |
| PropName | #p_title | Property Name |
| Locality | #p_local | Locality |
| Street Name | #p_no | Property Name or Number |
| AddressL1 | #p_add1 | Address line one |

| | | |
|------------------|----------------|--|
| AddressL2 | #p_add2 | Address line two |
| Town | #p_town | Town |
| County | #p_county | County |
| Postcode | #p_pcode | Postcode |
| Country | #p_country | Country |
| PropPhone | #p_phone | Property Phone Number |
| Note2 | #p_nt1 | Notes field two |
| Note3 | #p_nt2 | Notes field three |
| Directions | #p_direct | Directions |
| CommisionRate | #p_comm | Commission Rate |
| ChangeOverDay | #p_change | Changeover Day |
| BrocRef | #p_broref | Brochure Reference |
| BrocPageNo | #p_bropag | Brochure Page Number |
| AdDescription | #p_addesc | Advertising description |
| MktDescription1 | #p_markdesc1 | Marketing Description |
| MktDescription2 | #p_altmarkdesc | Alternative Marketing Description |
| ManagementDate1 | #p_date1 | User Definable Date 1 |
| ManagementDate2 | #p_date2 | User Definable Date 2 |
| ManagementDate3 | #p_date3 | User Definable Date 3 |
| ManagementDate4 | #p_date4 | User Definable Date 4 |
| ManagementDate5 | #p_date5 | User Definable Date 5 |
| ManagementDate6 | #p_date6 | User Definable Date 6 |
| ManagementDate7 | #p_date7 | User Definable Date 7 |
| ManagementDate8 | #p_date8 | User Definable Date 8 |
| UtilityProvider1 | #p_utility1 | Utility Company 1 |
| UtilityProvider2 | #p_utility2 | Utility Company 2 |
| UtilityProvider3 | #p_utility3 | Utility Company 3 |
| UtilityProvider4 | #p_utility4 | Utility Company 4 |
| UtilityProvider5 | #p_utility5 | Utility Company 5 |
| MaintenProv1 | #p_main1 | Maintenance Provider Reference Number1 |
| MaintenProv2 | #p_main2 | Maintenance Provider Reference Number2 |
| MaintenProv3 | #p_main3 | Maintenance Provider Reference Number3 |
| MaintenProv4 | #p_main4 | Maintenance Provider Reference Number4 |

| | | |
|--------------|----------|--|
| MaintenProv5 | #p_main5 | Maintenance Provider Reference Number5 |
|--------------|----------|--|

Holidaymaker Fields

| Field | Prefix Code | Translation |
|--------------|--------------------|---------------------------|
| RefNo | #h_ref | Holiday Maker reference |
| Title | #h_title | Title |
| FName | #h_firstname | First Name |
| Surname | #h_surname | Surname |
| Salutation | #h_sal | Salutation |
| HouseName | #h_addname | House name/no |
| AddressL1 | #h_add1 | Address line one |
| AddressL2 | #h_add2 | Address line two |
| Town | #h_town | Town |
| County | #h_county | County |
| Postcode | #h_pcode | Postcode |
| Country | #h_country | Country |
| Notes | #h_notes1 | General Information notes |
| DayTel | #h_telday | Home telephone number |
| EveTel | #h_televe | Work telephone number |
| MobTel | #h_mobile | Mobile Number |
| Email1 | #h_email1 | Email address 1 |
| Email2 | #h_email2 | Email address 2 |
| Email3 | #h_email3 | Email address 3 |

Booking Fields

| Field | Prefix Code | Translation |
|--------------------|--------------------|---------------------------|
| Booking ID | #b_id | Booking reference |
| Booking Status | #b_status | Current booking status |
| Booking start date | #b_fromdate | Start date of the booking |
| Booking end date | #b_todate | Booking end date |
| Any booking extras | #b_extra | Extras specified |
| Payment Method | #b_paymentmethod | Payment method |

| | | |
|------------------------|------------------------|---------------------------------------|
| Extra Amount | #b_eamount | Amount of any extras |
| Holiday cost | #b_holidaycost | Total holiday cost |
| Discount Code | #b_discountcode | Any discount codes applied |
| Deposit due | #b_depositof | Amount of the deposit due |
| Balance payment due | #b_balanceof | Amount of the balance payment due |
| Deposit due date | #b_depositduedate | Date deposit due |
| Balance due date | #b_balanceduedate | Date balance due |
| Total amount due | #b_totaldue | Full amount of the booking |
| Booking notes | #b_bookingnote | Booking notes for Agent |
| Guest Notes | #b_guestnote | Booking notes for Guest |
| Owner Notes | #b_ownernote | Booking notes for Owner |
| Maintenance Notes | #b_maintenancenote | Booking notes for Maintenance company |
| Booking Nights | #b_nights | Number of nights |
| Total Guests | #b_partytotal | Total number of guests |
| Adult guests | #b_adults | Number of adults |
| Children | #b_children | Number of children |
| Infants | #b_infants | Number of infants |
| Unavailable To Date | #b_unavailabletodate | Unavailable To Date |
| Unavailable From Date | #b_unavailablefromdate | Unavailable From Date |
| Deposit Returned Date | #b_depredate | Deposit Returned Date |
| Deposit Returned Notes | #b_deprenotes | Deposit Returned Notes |
| RefNo | #mc_ref | Cleaner reference Number |
| CompanyName | #mc_coname | Company Name |
| ContactName | #mc_Contact | Contact Name |
| CompanyAddressL1 | #mc_add1 | Address line one |
| CompanyAddressL2 | #mc_add2 | Address line two |
| Town | #mc_town | Town |
| County | #mc_county | County |
| Postcode | #mc_pcode | Postcode |
| Country | #mc_country | Country |
| Notes | #mc_notes | General Information Notes |
| MobileNumber1 | #mc_mob | Mobile Phone Number |
| ContactNumber1 | #mc_tel1 | Contact Number 1 |

| | | |
|------------------|-------------|----------------------------|
| ContactNumber2 | #mc_tel2 | Contact Number 2 |
| Email1 | #mc_email1 | Email address 1 |
| Email2 | #mc_email2 | Email address 2 |
| Email3 | #mc_email3 | Email address 3 |
| RefNo | #ca_ref | Caretaker reference Number |
| CompanyName | #ca_coname | Company Name |
| ContactName | #ca_Contact | Contact Name |
| CompanyAddressL1 | #ca_add1 | Address line one |
| CompanyAddressL2 | #ca_add2 | Address line two |
| Town | #ca_town | Town |
| County | #ca_county | County |
| Postcode | #ca_pcode | Postcode |
| Country | #ca_country | Country |
| Notes | #ca_notes | General Information Notes |
| MobileNumber1 | #ca_mob | Mobile Phone Number |
| ContactNumber1 | #ca_tel1 | Contact Number 1 |
| ContactNumber2 | #ca_tel2 | Contact Number 2 |
| Email1 | #ca_email1 | Email address 1 |
| Email2 | #ca_email2 | Email address 2 |
| Email3 | #ca_email3 | Email address 3 |

Maintenance Company Fields

| Field | Prefix Code | Translation |
|------------------|--------------------|--------------------------------------|
| RefNo | #m_ref | Maintenance Company reference Number |
| CompanyName | #m_coname | Company Name |
| ContactName | #m_Contact | Contact Name |
| CompanyAddressL1 | #m_add1 | Address line one |
| CompanyAddressL2 | #m_add2 | Address line two |
| Town | #m_town | Town |
| County | #m_county | County |
| Postcode | #m_pcode | Postcode |
| Country | #m_country | Country |

| | | |
|-----------------|-------------|---------------------------|
| Notes | #m_notes | General Information Notes |
| MobileNumber1 | #m_mob | Mobile Phone Number |
| ContactNumber1 | #m_tel1 | Contact Number 1 |
| ContactNumber2 | #m_tel2 | Contact Number 2 |
| Email1 | #m_email1 | Email address 1 |
| Email2 | #m_email2 | Email address 2 |
| Email3 | #m_email3 | Email address 3 |
| AccountName | #m_accname | Bank Account Name |
| AccountNumber | #m_accno | Account Number |
| BankReferenceNo | #m_bankref | Bank Reference Number |
| SortCode | #m_scode | Sort code |
| BankName | #m_bname | Bank Name |
| BankBranch | #m_bbranch | Bank branch |
| BankAddressL1 | #m_badd1 | Bank Address 1 |
| BankAddressL2 | #m_badd2 | Bank Address 2 |
| BankTown | #m_btown | Bank Town |
| BankCounty | #m_bcounty | Bank County |
| BankPostCode | #m_bpcode | Bank Postcode |
| BankCountry | #m_bcountry | Bank Country |

Company and System Fields

| Field | Prefix Code | Translation |
|------------------|--------------------|--------------------|
| CompanyName | #c_name | Company Name |
| AddressL1 | #c_add1 | Address line one |
| AddressL2 | #c_add2 | Address line two |
| Town | #c_town | Town |
| County | #c_county | County |
| PostCode | #c_pcode | Postcode |
| Country | #c_country | Country |
| CompanyTelephone | #c_phone | Telephone number |
| CompanyFax | #c_fax | Fax Number |
| CompanyEmail | #c_email | Email address |

| | | |
|-------------------|-------------|--------------------|
| CompanyWeb | #c_web | Web address |
| BANK_ACCOUNT_NAME | #c_accname | Bank Account Name |
| BANK_ACCOUNT_NO | #c_accno | Account Number |
| BANK_REF_NO | #c_bankref | Bank Reference |
| BANK_SORT_CODE | #c_scode | Sort code |
| BANK_NAME | #c_bname | Bank Name |
| BANK_BRANCH | #c_bbranch | Bank branch |
| BANK_ADDRESS_L1 | #c_badd1 | Bank Address 1 |
| BANK_ADDRESS_L2 | #c_badd2 | Bank Address 2 |
| BANK_TOWN | #c_btown | Bank Town |
| BANK_COUNTY | #c_bcounty | Bank County |
| BANK_POST_CODE | #c_bpcode | Bank Postcode |
| BANK_COUNTRY | #c_bcountry | Bank Country |
| VAT_NO | #c_vat | Vat Number |
| VATRATE | #c_vatrate | Vat Rate (%) |
| Title | #c_utitle | User Title |
| FName | #c_user | User first name |
| Surname | #c_surname | User Surname |
| JobTitle | #c_Job | Job Title |
| HomePhone | #c_uphone1 | User Home Phone |
| WorkPhone | #c_uphone2 | User Work Phone |
| MobilePhone | #c_umobile | User Mobile Number |
| Email | #c_uemail | User Email |
| | #e_date | Today's Date |