



HLS Holiday Manager Software Manual

Merge Codes

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HLS Solutions Limited
The Astrolabe,
Cheddar Business Park,
Cheddar, Somerset BS27 3EB

t: 0845 388 8635
e: info@hls-solutions.com
w: www.hls-solutions.com

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Specialists in software,
website and design solutions
for the holiday letting industry
.....

HLS Solutions Limited
Registered in England and Wales
No. 07104476

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_ocode	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
WebLink	#p_web	Web Link for Property
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
WebDescription1	#p_propweb1	Additional Web Description 1
WebDescription2	#p_propweb2	Additional Web Description 2
WebDescription3	#p_propweb3	Additional Web Description 3
WebDescription4	#p_propweb4	Additional Web Description 4
WebDescription5	#p_propweb5	Additional Web Description 5
WebDescription6	#p_propweb6	Additional Web Description 6
WebDescription7	#p_propweb7	Additional Web Description 7
WebDescription8	#p_propweb8	Additional Web Description 8
WebDescription9	#p_propweb9	Additional Web Description 9
WebDescription10	#p_propweb10	Additional Web Description 10
AddBookingNotes	#p_addbookingnotes	Additional Web Booking Notes
ShortDescription	#p_shortdesc	Short Web Description
MainPropertyDescription	#p_mainpropdesc	Main Web Description

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
Age	#h_age	Age
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
CompanyName	#h_companyname	Company Name

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
Card Surcharge Amount	#b_surchargeamount	Amount of Card Surcharge
UnavailableNights	#b_unavailablenights	Time Property is Unavailable
AllBookingItems	#b_allbookingitems	Table with all invoice items
BookingExtras	#b_bookingextras	Booking Extras
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