

What's New in PowerSuite?

PowerSuite New Functions Highlights – 24th January 2022

1. **Date Format Shortcuts** – PowerSuite supports date format shortcuts to improve operational efficiency. The date format shortcuts apply to all date fields in PowerSuite, including booking folder/document search, booking folder service details and report search.

What do you input?	PowerSuite Date
T	Today
N	Tomorrow
Y	Yesterday
Short-form day of the week, e.g. MON	Next Mondays date
+ [number] e.g. +5	No. of days from today's date: 5 days from today's date
- [number] e.g. -5	No. of days before today's date: 5 days before today's date
DDMMYY e.g. 080522	08MAY22
DDMM e.g. 0805	
DD/MM, e.g. 08/05	
DDMMM e.g. 08MAY	
DDMM, e.g. 0401	04JAN23 (if user input the date before today, PowerSuite will jump to the next year)
DD/MM, e.g. 04/01	
DDMMM, e.g. 04JAN	

The following date format shortcuts apply to the Report date.

What do you input?	PowerSuite Date
W[number] e.g. W0	Next Sundays date
W[number] e.g. W1	Next Mondays date
W[number] e.g. W6	Next Saturdays date
+ [number]M e.g. +1M	One month from today's date
+ [number]Y e.g. +1Y	One year from today's date

Please refer below for the video 

<https://youtu.be/812F15CAIrE>

What's New in PowerSuite?

- Enhanced Hotel Service Details** – You can present more hotel service information to your customers. We will show Other Services and Cancellation Policy in client documents, including hotel voucher, client statement and itinerary.

Click "Remarks" and input the Cancellation Policy.

Product

60/International Hotel

OK No.

REMARKS MIS DESCRIPTION

Pax

1 Pax

PTC

1 ADT/Adult

Passenger

CHUNG/PE

Details

City TYO

Remarks

Order Remarks

Invoice Remarks

Costing Remarks

Confirm Date

Confirm By
jancy@xmlhk.com

Cancellation Policy
There is no charge for cancellations made before 23:59 (property local time) on 4 December 2022. Cancellations or changes made after 23:59 (property local time) on 4 December 2022 or no-shows are subject to a property fee equal to 100% of the total amount

OK

Users select other services in the drop-down box.

Details

City TYO

Hotel Name Shinjuku Prince Hotel

Hotel Chain P01

Check-in Date/Time 05DEC22 /

Check-out Date/Time 06DEC22 /

No. of Room(s) 1

Room Type STD

Room Category Standard Double Room, Non Smoking (15.3\$)

Guest Per Room 2

Meals

Address 1-30-1 Kabuki-cho, Tokyo, 160-8487, Tokyo-to, JPN

Tel. 81-3-3205-1111

Reference Code

Confirmation No. 72230403011420

Hotel Code 10857

Other Services

SPA Service

Hot SPA Service

What's New in PowerSuite?

You can maintain the Other Services in System Tables > Hotel Other Services Maintenance

System Table Search

Category
All Hotel other services




Show 15 entries

System Table	Category
Hotel Other Services Maintenance	Hotel

Showing 1 to 1 of 1 entries

Click the hyperlink to maintain the drop-down values.

Hotel Other Services Maintenance

Display Order	Other Services	Description	
1	1	S1	SPA Service 
2	2	S2	Hot SPA Service 
3	0		

What's New in PowerSuite?

Other Service and Cancellation Policy will be presented in the Hotel Voucher, Client Statement and Itinerary.

Hotel Voucher

1 of 1 Find | Next



XML TRAVEL PTY LTD

YOUR TRAVEL PARTNER

GROUND FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltrvl.com | ABN # 1256222133

Hotel Voucher - Prepaid

Booking No. SO2004
Issue Date 20-JAN-2022
Consultant Jancy Leung
Email jancy@xmlhk.com
Phone 28308301
PNR 03011420

Customer Name: CHUNG/PETER
Hotel Name: Shinjuku Prince Hotel
Address: 1-30-1 Kabuki-cho, Tokyo, 160-8487, Tokyo-to, JPN
Tel: 81-3-3205-1111

Check-in Date/Time: Monday 05 December 2022 Room Type: STD
Check-out Date/Time: Tuesday 06 December 2022 Room Category: Standard Double Room,
Non Smoking
(15.3SQM)

Cost: Total Cost AUD \$168.87 (Average Daily Rate AUD \$168.87)

No. of Room(s)/Night(s): 1 Room(s) X 1 Night(s)

Htl. Cfm Code: 72230403011420

Hotel Policy: There is no charge for cancellations made before 23:59 (property local time) on 4 December 2022. Cancellations or changes made after 23:59 (property local time) on 4 December 2022 or no-shows are subject to a property fee equal to 100% of the total amount

Other Service: Hot SPA Service

Remarks: Enjoy your stay & thank you for selecting XML Travel

Confirmed by: jancy@xmlhk.com

What's New in PowerSuite?

Client Statement



XML TRAVEL PTY LTD

GROUD FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltrvl.com | ABN # 1296222133

CLIENT STATEMENT

CHUNG PETER
4/F, NO. 234,
AUSTIN ROAD,
SYDNEY NSW 343423

Booking No. SO2004
Issue Date 20-JAN-2022
Consultant Jancy Leung
Email jancy@xmlhk.com
Phone 28308301
PNR 03011420

Prepared CHUNG/PETER
For:
Thank you for your booking!

Monday 05 December 2022 - International Hotel

Shinjuku Prince Hotel

Address: 1-30-1 Kabuki-cho, Tokyo, 160-8487, Tokyo-to, JPN

Telephone: 81-3-3205-1111

Check-in: Monday 05 December 2022

Check-out: Tuesday 06 December 2022

Room: STD/Standard Double Room, Non Smoking
(15.3SQM)

Duration of stay: 1 night

Number of rooms: 1

Guest/Room: 2

Status: BKED

Htl. Cfm Code: 72230403011420

Hotel Policy: There is no charge for cancellations made before
23:59 (property local time) on 4 December
2022. Cancellations or changes made after 23:59
(property local time) on 4 December 2022 or no-
shows are subject to a property fee equal to 100%
of the total amount

Other Service: Hot SPA Service

Enjoy the stay

Cost

Description	Unit Fare	Tax Qty	GST	Amount
1 International Hotel TOKYO, Shinjuku Prince Hotel, STD, Standard Double Room, Non Smoking (15.3SQM)	\$139.56	\$29.31 1		\$168.87
Total	\$139.56	\$29.31	\$0.00	
	GST	AUD		\$0.00
	Total Includes GST	AUD		

What's New in PowerSuite?

Itinerary



XML TRAVEL PTY LTD

GROUND FLOOR, 182 CAPEL STREET, SYDNEY
Tel: +65 3256 9865 | Email: bookings@xmltrvl.com | ABN # 1266222133

ITINERARY

CHUNG PETER
4/F, NO. 234,
AUSTIN ROAD,
SYDNEY NSW 343423

Booking No. SO2004
Issue Date 20-JAN-2022
Consultant Jancy Leung
Email jancy@xmlhk.com
Phone 28308301
PNR 03011420

Prepared CHUNG/PETER
For:
Smartraveller website

Please check the most up to date information and travel advice. <https://www.smartraveller.gov.au/> (copy and paste this link into your internet browser)

As a result of the outbreak many airlines and airports are implementing procedures to avoid the spread of the virus. This may include the closure of online check in and self-serve kiosks to selected destinations and an increase in biosecurity and health screening. To ensure you have a smooth departure please ensure you are allowing for these extra processes when checking in for your flights.

Monday 05 December 2022 - International Hotel

Shinjuku Prince Hotel

Address: 1-30-1 Kabuki-cho, Tokyo, 160-8487, Tokyo-to, JPN

Telephone: 81-3-3205-1111

Check-in: Monday 05 December 2022

Check-out: Tuesday 06 December 2022

Room: STD/Standard Double Room, Non Smoking
(15.3SQM)

Duration of stay: 1 night

Number of rooms: 1

Guest/Room: 2

Status: BKED

Htl. Cfm. Code: 72230403011420

Hotel Policy: There is no charge for cancellations made before 23:59 (property local time) on 4 December 2022. Cancellations or changes made after 23:59 (property local time) on 4 December 2022 or no-shows are subject to a property fee equal to 100% of the total amount

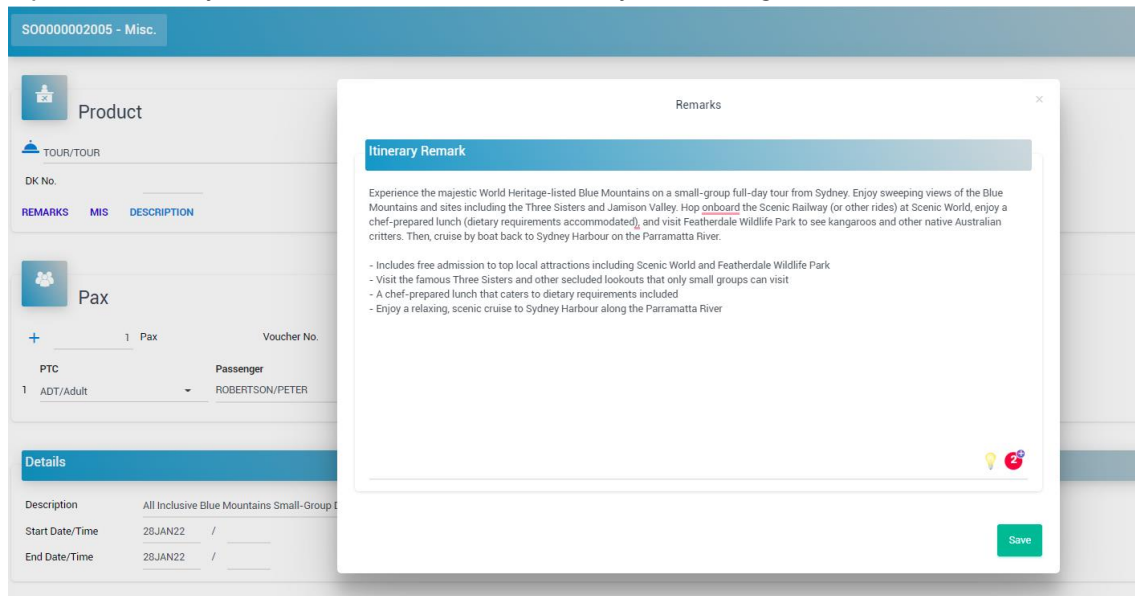
Other Service: Hot SPA Service

Enjoy the stay

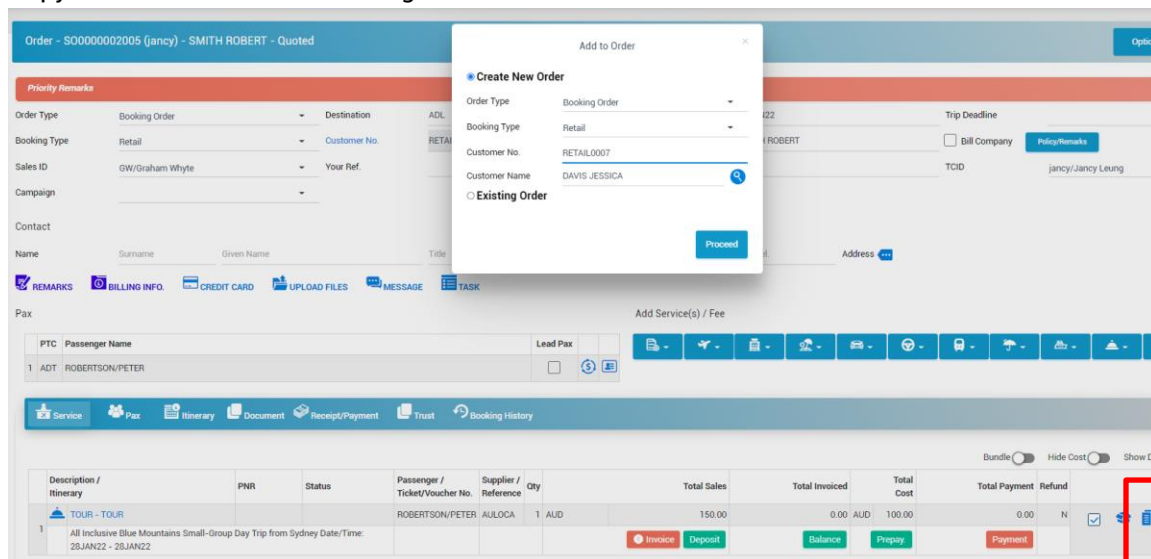
What's New in PowerSuite?

3. **Copy Itinerary Remarks** – PowerSuite has been enhanced to allow users to copy “itinerary remarks” together with service details. Hassle-free for agents to handle lengthy itineraries in multiple bookings.

Input the itinerary remarks in the Tour service or any service segment.



Copy the service to a new booking folder. Click “Proceed”




What's New in PowerSuite?

The itinerary remarks will be shown in the new booking folder.

The screenshot displays the PowerSuite interface for a booking. A modal window titled "Itinerary 1 - TOUR - Remark" is open, showing a "Manual Itinerary" section with a date field and a description field. Below this is an "Itinerary Remark" section containing a detailed description of a Blue Mountains tour and a list of inclusions:

- Includes free admission to top local attractions including Scenic World and Featherdale Wildlife Park
- Visit the famous Three Sisters and other secluded lookouts that only small groups can visit
- A chef-prepared lunch that caters to dietary requirements included
- Enjoy a relaxing, scenic cruise to Sydney Harbour along the Parramatta River

The modal has a "Save" button at the bottom right. In the background, the booking folder is visible, showing a table with columns for "Service", "Provider", "Description", "End Date Time", "Status", "Suppress", and "Print". A red box highlights the "Print" icon in the "Print" column of the first row.

Service	Provider	Description	End Date Time	Status	Suppress	Print
AU LOCAL LAND TOUR		All Inclusive Blue Mountains Small-Group Day Trip from Sydney	28.JAN22		<input type="checkbox"/>	

What's New in PowerSuite?

- Receipt Remarks** – Travel consultants sometimes send the receipt document to customers after the finance team handles the customers' settlement, while the receipt will be auto-created. PowerSuite has been enhanced to allow travel consultants to add additional remarks in the receipt document.

Go to Booking Folder > Receipt / Payment tab. Click the document no. of the deposit receipt.

Type	Document No.	Paid By/Paid To	Status	Date	Amount	Available	FOP	Issue By	
1 Deposit	DP0000000516	DAVIS JESSICA	Valid	20JAN22	AUD 80.00	80.00	Direct Deposit	jancy	Void

You can input additional remarks in the receipt.

Deposit - S0000002006 (jancy) - DAVIS JESSICA - Printed

Remark

Remark
If you need special assistance, please reach our 24 hours hotline.

Update

XML TRAVEL PTY LTD
YOUR TRAVEL PARTNER

DEPOSIT RECEIPT
DAVIS JESSICA

No. DP516
Booking No. S02006
Date 20-JAN-2022
Cust No. RETAIL0007
Consultant Jancy Leung
Email jancy@xmlhk.com
Phone 28308301

Booking No.	Passenger	Amount
S0000002006	DAVIS/JESSICA MISS	\$80.00

Remarks
If you need special assistance, please reach our 24 hours hotline.

Thank you for your payment. Have a great journey!
Please contact us if you have any questions

Payment Summary

FOP	Description	Date	Currency	Amount	Drawer
Direct Deposit		20-JAN-22	AUD	\$80.00	DAVIS JESSICA

DEPOSIT RECEIPT - DP516 Page 1 of 1

****The newly added remarks will be shown on top of the default template remarks, maintained in the System Setting > Template Setting.**

What's New in PowerSuite?

- Enhanced Booking Folder Search** – You can search the booking folders with the Trip Date in 2 years range by default. Also, we added Customer No. as search criteria that allow users to locate particular booking folders associated with the company.

The screenshot shows the 'Booking' search interface. At the top, there are 'Options' and 'Add' buttons. Below, the search criteria are displayed in a grid:

Type of Date	From	To	Status	User	Product
Trip Date	20JAN22	20JAN24	All	Group	All

Below the grid, there is a 'Customer No.' field with the value 'ABCTEC'. A search bar contains the text 'Please input customer name, customer no., pax name, order no., ticket no., PNR, voucher no., MPD no., tour code, supplier reference or your refer'. To the right of the search bar are 'Search' and 'Reset' buttons.

****Please reach our support team if you want to set "Trip Date" as the default search criteria.**

What's New in PowerSuite?

- Email Multiple Documents from Booking Folder** – PowerSuite has been enhanced to allow users to send multiple customer documents to the Customer in a single email.

Click "Options" in the booking folder and select "Email Documents."

The screenshot shows the PowerSuite booking folder interface for Order - S0000002004 (jancy) - CHUNG PETER - Active. The 'Options' menu is open, and 'Email Documents' is highlighted with a red box. The interface includes fields for Order Type, Booking Type, Sales ID, Campaign, Contact, Pax, and a table of services. The 'Email Documents' button is located in the bottom right corner of the 'Options' menu.

Select the documents and click "Email"

The screenshot shows the 'Email Documents' interface for Order - S0000002004 (jancy) - CHUNG PETER. The 'Standard Documents' section is selected, and the 'Email' button is visible at the bottom. The interface includes a search bar, a list of documents, and a table of debtor transactions.

Document	Document Date	Document No.	Currency	Amount	TCID
<input type="checkbox"/> Deposit	17Jan22	DP0000000515	AUD	500.00	jancy

What's New in PowerSuite?

Adjust the email subject and verify the email address. The selected documents will be sent to the Customer as to the file attachment.

Email Documents - [SO0000002004](#) (jancy) - CHUNG PETER

Email ✕

Subject: Booking documents for CHUNG/PETER booking SO2004 - TOKYO 05 Dec 22

Send to: MR CHUNG PETER peter@gmail.com
 Name Email
 Name Email

Cc. (TC):

Cc.: Email

Bcc.: Email

Message: Please refer to the attached documents

Jancy Leung
XML Travel
Tel: 2892 5686

Attachment:

Document	Document No.	Status
Client Statement	SO0000002004	Download
Itinerary	SO0000002004	Download
Hotel Voucher	SO0000002004	Download

[Send](#)

Please get in touch with anzsupport@xmlhk.com if you have any questions.