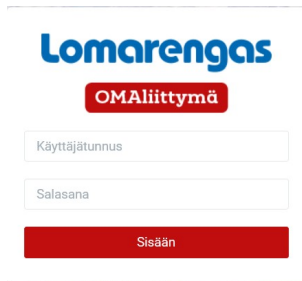


Welcome to use Lomarengas owner interface!

Here you will find some instructions how to use the Lomarengas owner interface. Unfortunately owner interface is only available in Finnish and if you have some questions, please contact us. We will be glad to help.

Please, enter the address of the owner interface in internet:

<http://www.lomarengas.fi/loginForm>



Fill in the Käyttäjätunnus (User code) and Salasana (Password), which you have received from Lomarengas. Please, use the exact letters and numbers which you have received (there is a difference between capitals and small letters, for example R and r). Even if we have a new version of owner interface, previous user code and password still work (if you already have them). New interface works fine also with mobile phone or tablet.

After filling in the User code and Password click Sisään (Enter).

HOW TO LOG IN YOUR OWN BOOKING

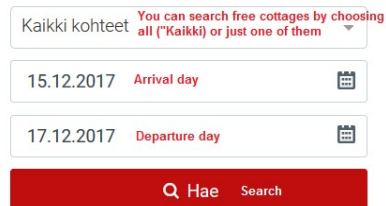
You can log in your own bookings or mark the cottage temporarily out of sales as long in the future as you like (even if the period has not been opened for sales yet or doesn't have prices).

You can either check the availability of all your cottages and book one of them or search certain cottage by number and name of the cottage. Add arrival and departure day and click "Hae". After that click "Tee varaus".

Tee omavaraus

Log in your own booking

Voit tehdä varauksen suoraan valitsemallesi kohteelle tai vaihtoehtoisesti hakea vapaita kohteita valitsemallesi aikavälille.



426, PELTOSIRKKU, Seeteri

click here to log in reservation for the mentioned time period
Tee varaus
15.12.2017-17.12.2017
357.90 €
→ The price shown above is the sales price of Lomarengas

After clicking “Tee varaus” you should choose the type of the reservation (“Omavaraus” if your direct customer will stay there or “Väliaikainen myynnistä poisto” if you stay there by yourself or for example renovate the cottage). Add number of persons (if you want) and if final cleaning and bedlinen are booked as well. Add also some additional information if needed. Then click “Vahvista varaus” (confirm).

Tee oma varaus



Kohde: 427 PEUKALOINEN, Seeteri

Aikaväli: 19.01.2018-21.01.2018

Hinta: 233.57 €

Varauksen tyyppi? **Type of the reservation**

Omavaraus (if your direct client will stay there) or Väliaikainen myynnistä poisto (for your own stay or for example renovation)

Henkilömäärä **Number of persons**

Ei merkitystä **Not necessary to inform**

Sisältyykö loppusiivous? **Is final cleaning included**

Valitse **Choose "Kyllä"/Yes or "Ei"/No**

Sisältyykö liinavaatteita? **Is bedlinen included**

Valitse **Choose "Ei"/No or number of bedlinen**

Varauksen lisätiedot: **Additional information concerning this reservation**

For example: arrival at 19 o'clock or baby cot needed

Confirm


Cancel

Vahvista varaus

Peruuta

You can also search the certain cottage first and then choose arrival and departure days and continue as in previous instruction. Click “Katso varaustilanne” and search the cottage by using the number or name of the cottage

TERVETULOA

 **Seeteri Ky**

Check the calendar
→ Katso varaustilanne

Kohteet

Kohteen numero Number of the cottage ▼

Kohteen nimi Name of the cottage ▼

Q Hae Search

Click arrival- and departure dates in the calendar, for example 19. – 21.1. and after that continue as in previous instruction:

→ 427 PEUKALOINEN, Seeteri

SOMERO, Varsinais-Suomi Satakunta

Luodaksesi varauksen ole hyvä
ja valitse ensin **aloituspäivä** ja
sen jälkeen päättymispäivä.

Month
Tammikuu 2018

	Ma Mon	Ti Tue	Ke Wed	To Thu	Pe Fri	La Sat	Su Sun
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

Tee oma varaus

Kohde: 427 PEUKALOINEN, Seeteri

Aikaväli: 19.01.2018-21.01.2018

Hinta: 233.57 €

Varauksen tyyppi?

Omavarauus

Henkilömäärä

Ei merkitystä

Sisältyykö loppusiivous?

Valitse

Sisältyykö liinavaatteita?

Valitse

On the front page you will see also list about the reservations, which arrival day is within a week, link to the prices, number of today's arrivals and departures as well as a number of the reservations which have been made during the last 7 days.

You will see also menu and symbol to log out.

Menu

Lomarengas OMAliittymä

Log out

Close the menu

- Työpöytä Front page
- Majoitus Cottages
- Varaukset Reservations
- Tulijat ja lähtijät Arrivals and departures
- Raportit Reports

Menu and symbol to log out on a desk top:

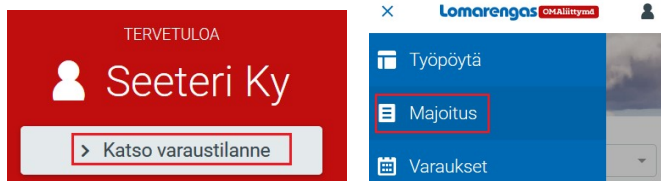
Lomarengas OMAliittymä

Seeteri Ky

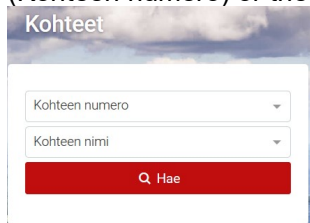
Työpöytä Majoitus Varaukset Tulijat ja lähtijät Raportit

BOOKING CALENDAR

To check the calendars of your all cottages, please click Katso Varaustilanne (or choose Majoitus in the menu)



You will get all your cottages on the screen. You can also choose one of them by using the number (Kohteen numero) or the name (Kohteen nimi) of the cottage and by clicking Hae (search).



In the calendar all reservations are marked with red colour. You can also see the type of the reservation.

I = Internet varaus (internet booking made by the customer of Lomarengas)

X = normaali varaus (reservation made by Lomarengas customer service)

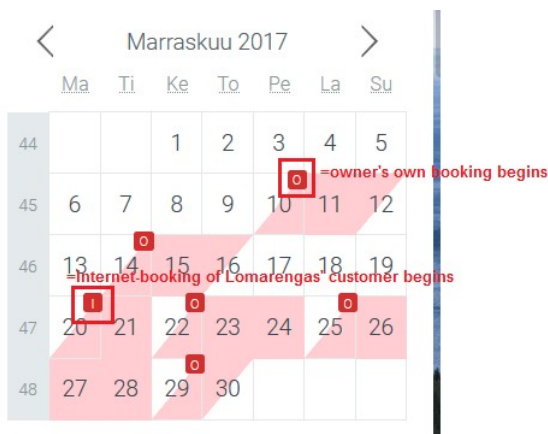
O = omistajan varaus (owner's own booking, customer is owner's direct customer)

A = alustava varaus (preliminary booking made by Lomarengas customer service)

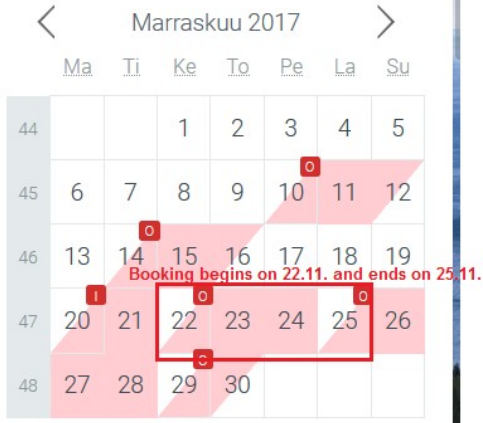
V = väliaikainen myynnistä poisto (owner's reservation type, when owner uses the cottage by himself or for example renovates the cottage)

Y = omistajan ilmoittama varaus (owner's direct customer whose invoice will be sent by Lomarengas)

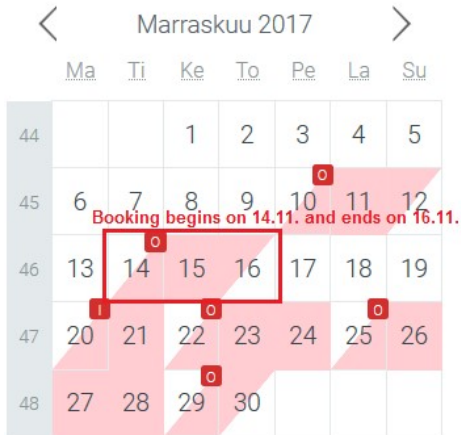
R = ryhmävaraus (group booking)



If booking ends on the same day than the next booking begins, is the last night of the ending booking totally red. First day of the beginning booking is always half-red.



If there isn't any new booking beginning on the same day than booking ends, is the last day only half-red. First day of the beginning booking is always half-red.



HOW TO CANCEL OR CHANGE YOUR OWN BOOKING

Search the booking which you want to cancel or change. You can use calendar (on the first page click "Katso varaustilanne" and search for correct cottage) to find the certain booking and click it open. You will get the basic information about the reservation. There you can add some information to "Lisätiedot"-field (additional information).

Perustiedot

Basic information

VARAUKSEN ID **Reservation number**

1456621

VARAUS TEHTY/VAHVISTETTU **Booking is made on....**

20.10.2017

VARAUKSEN TYYPI **Reservation type**

Omistajan oma varaus **(=Owner's own direct customer)**

VIRKAILIJA

LISÄTIEDOT **Additional information**

Sisältyy liinavaatteita 3 kpl

Here you can add some additional information, for example arrival time.

Save

Tallenna

This is the only way to make some changes. If you need to for example change the dates, you have to cancel the reservation and log in new reservation.

You will find the cancel-button in the end of the screen (scroll it down):

Palvelu	Lisätiedot
426 PELTOSIRKKU, Seeteri	Qty Määrä
	1 Adults Aikuisia
Alkaa Begins	1 Children Lapsia
22.11.2017 16:00	0
Päättyy Ends	
25.11.2017 12:00	

Peruutus = Cancellation

PERUUTUKSEN SYY

Reason for cancellation (not necessary)

Cancel the booking

Peruuta varaus

HOW TO CHECK DETAILED INFORMATION ABOUT LOMARENGAS-BOOKING

You can use calendar (on the first page click "Katso varaustilanne" and search for correct cottage) to find the certain booking and click it open. You will get the basic information about the reservation.

Perustiedot

Basic information

VARAUKSEN ID

1369039

VARAUS TEHTY/VAHVISTETTU

03.03.2017 Booking made on...

VARAUKSEN TYYPPI Reservation type

Normaali varaus Booking made by Lomarengas customer service

ASIAKAS Customer's contact details

975495 Customer number

Me La Customer's name

05054 7 Customer's phone number

la .me @kolumbus.fi E-mail address

VIRKAILIJA Sales representative in Lomarengas

Päivi Jenu

LISÄTIEDOT Additional information

Here you can add some information, for example arrival time or if customer has made a request for a baby cot etc.

If you add something, remember to save.

Save

Tallenna

Scroll down to see more information:

Palvelut

Palvelu	Lisätiedot
426 PELTOSIRKKU, Seeteri	Quantity Määrä 1 <small>Net price = disbursement (incl. VAT if owner is VAT liable)</small>
Alkaa 23.12.2017 16:00	Ostohinta 98.12 €
Päätyy 26.12.2017 12:00	Aikuisia Number of adults 6
	Lapsia Number of children 0
Additional services 13013 Lakanat (=sheets) for example Liinavaatteet = bed linen and towels Loppusiivous = final cleaning	Quantity Määrä 6

HOW TO CHECK DETAILED INFORMATION AND PRICES OF YOUR COTTAGE

You can check the detailed information about your cottage, your contact details, driving instructions and prices as well as all bookings in that cottage. Search the cottage and click it's name to get information. Just scroll the page as long as there is information available. All information is given in Finnish. If you notice some mistakes or lack of information, please let us know. By yourself you can only update the location on the map.

Prices

You will see the Lomarengas sales prices for 1, 3 and 7 nights as well as rules (shown as in desktop).

Kausi Season	Aika Time period	1 night 1 pv	3 nights 3 pv	7 nights 7 pv	Minimum reservation time Min. kesto	Säännöt kumoutuu Rules will be cancelled -number of days prior to the arrival	Rules Säännöt	Last minute offer Äkkilähtö -%
C-hinta	03.11.2017- 21.12.2017	Original price 325 Updated price 357.50	453 498.30	823 905.30	1			
Joulu (B)	22.12.2017- 28.12.2017	643 578.70	643 578.70	989 890.10	1			
Uusivuosi ja loppiainen (A)	29.12.2017- 08.01.2018	701 560.80	701 560.80	1079 863.20	1	45	Minimum 7 day's booking possible 7 (until the rule will be cancelled, after that minimum 1 night)	

You can also update your pricelist by yourself. In the end of prices there is a button for editing:

Pääsiäinen (C)	29.03.2018-01.04.2018	535	535	823	1			0
----------------	-----------------------	-----	-----	-----	---	--	--	---

Update the price list

Hinnaston muokkaus

For example to give 20% discount add -20 and click "Tallenna muutos" (save).

C-hinta	1 pv: 325	02.03.2018-	1			0
Discount / raise the price Hinnan alennus / korotus	2 pv: 325	28.03.2018				
For discount:	3 pv: 453					
+ -20	4 pv: 535					
	5 pv: 617					
Tallenna muutos	6 pv: 705					
Save	7 pv: 823					

To raise the price with 20% add +20 (or just 20) and click "Tallenna muutos".

Prices shown are Lomarengas sales prices, 1-7 nights.

If you want to cancel your discount: delete the field and save.

You need to update all seasons separately, one by one. Please, notice that added discounts or raised price won't be copied for the next year.

REPORTS

In the end of the front page you can see the number of reservations beginning or ending today. You can also check the list about all reservations made within the last 7 days (if there are any, the number shows it).

<p>Departures today PÄIVÄN LÄHTIJÄT</p> <p>→ 1</p> <p>Show the list Näytä lista</p>	<p>Arrivals today PÄIVÄN TULIJAT</p> <p>✍ 0</p> <p>Näytä lista</p>	<p>Number of reservations made within last 7 days 7 PÄIVÄN SISÄLLÄ LUOTUJA VARAUKSIA</p> <p>📅 9</p> <p>Show the list Näytä lista</p>
---	--	--

By clicking either "Päivän lähtijät" or "Päivän tulijat" you can search for departures or arrivals to one or all of your cottages during specific arrival/departure days.

Tulijat ja lähtijät

Arrivals and departures

Kaikki kohteet All cottages

Varaus alkaa First day to check



Varaus päättyy Last day to check



Show arrivals
↓ Näytä tulijat

Show departures
↑ Näytä lähtijät

Print a report about arrivals
Tee Tulijat-raportti

Print a report about departures
Tee Lähtijät-raportti

For example:

Kaikki kohteet

29.12.2017

31.12.2017

↓ Näytä tulijat

Arrivals
Tulijat

Booking number Varausnumero	Duration Aikaväli
944054 PUNATULKKU, Seeteri	29.12.2017- 06.01.2018
Ma Ga 09.10.2017	Name of the customer Booking made on
Vahvistettu Internetvaraus	Reservation type

1 Number of all bookings beginning on chosen days

By clicking the booking number you will get detailed information about the reservation.

You can also print a report about all bookings including additional services beginning on chosen dates. Remember to add dates. Report will be shown as pdf-file, which you can print.

Kaikki kohteet All cottages

29.12.2017 First arrival day

31.12.2017 Last arrival day

↓ Näytä tulijat

↑ Näytä lähtijät

Tee Tulijat-raportti

Tee Lähtijät-raportti

Example about a report:

TULIJAT AIKAVÄLILLÄ *Arrivals during*

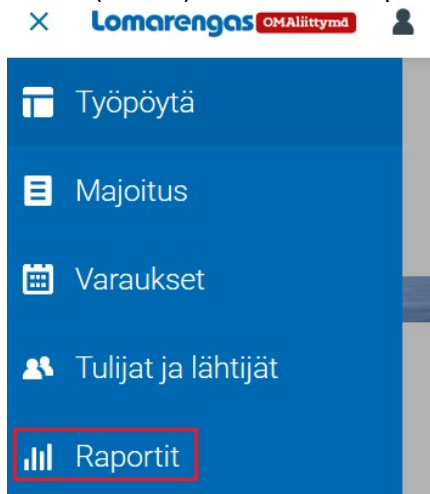
Aikaväli 29.12.2017 - 31.12.2017, kaikki varaukset

Palvelu	Booking nr Var.tunnus	Duration Aikaväli	Customer's name and phonen number Asiakas / Puh	Customer number Asiakasnumero	Tulostettu 19.12.2017 Adults/Children Aik/Lap	Disbursement Varaustila Ostohinta Reservation type
428 PUNATULKKU, Seeteri	944054	29.12.2017 - 06.01.2018	Ma Ga +7-915-0	810407	3 / 0	Internet 52.38
+ Additional services + Loppusivous -final cleaning	944054	29.12.2017 - 06.01.2018	Ma Ga. +7-915-0	810407	3 / 0	Internet 0.00
+ If peruutusturvavakuutus -If cancellation insurance	944054	29.12.2017 - 06.01.2018	Ma 3ai +7-915-0	810407	0 / 0	Internet

Customers: Mai Gar + 2 persons. Additional information written by Lomarengas customer service or customer
Final cleaning. Bed linen included in the price.

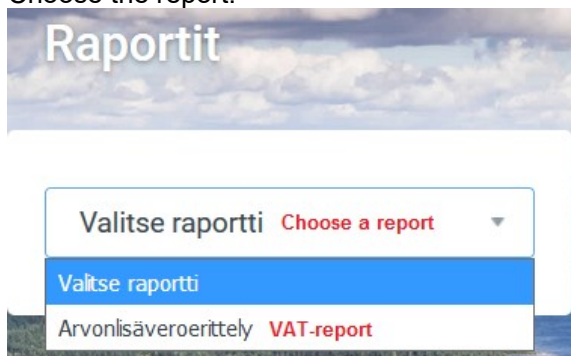
REPORTS ABOUT ALL RESERVATIONS AND VAT-REPORT

You can find reports about all reservations and VAT-report by clicking menu on the left upper corner (3 lines) and choose Reports:



If you are VAT-liable, you will get only VAT-report which is at the same time report about all reservations during certain time period. If you aren't VAT-liable, you will get "Varausraportti".

Choose the report:



If you for example would like to have a report about long time period, for example 1.1.2017 – 31.12.2017, and you have several cottages, it might take a while to get it. Be patient and you will get the report as a pdf-file. In this report there are all bookings which are beginning earliest on 1.1.2017 and latest on 31.12.2017.

STATISTICS

In this section you can have the statistics of your own cottage/cottages.

1. Choose the statistic (mökkitilasto, kuukausitilasto or maatilasto)
mökkitilasto = cottage statistics
kuukausitilasto = monthly statistics
maatilasto = statistics about nationalities
2. Choose the interval during which reservations have been taken place (Varaus alkaa / Varaus päättyy). You can use the calendar or add dates manually. ATTN. When adding manually, please add also zeros (eg. 01.06.2020).
3. Choose the interval during which reservations have been made (Varaus Luotu alku / Varaus luotu loppu). ATTN. If you would like to have all reservations, it's good to choose the beginning date far in the past (about a year), since sometimes bookings will be made really well in advance (eg. for the statistics about summer 2020 you can choose date of beginning to be 01.01.2019). Like this you will ensure to get all reservations in. For the end date choose the present day.
4. Choose the cottage/-s, which you would like to be included in the statistics. If you have several cottages and you would like to have them all, please choose "Kaikki kohteet". If you have several cottages and you would like to choose 2 of them, please choose them separately by clicking first one of them and after that the other. You need to choose the cottage also if you are having only one cottage.

Lomarengas OMALIIITYMÄ

Työpöytä Majoitus Varaukset Tulijat ja lähtijät Raportit Tilastot **Statistics**

Tilastot

Mökki tilasto **Cottage statistics**

Arrival day of the first reservation: Varaus alkaa

Arrival day of the last reservation in the statistics: Varaus päättyy

Choose the date far enough in the past: Varaus Luotu alku

Choose the current day: Varaus luotu loppu

Valitse kohde **Choose the cottage**

Choose the interval during which the reservations have been taken place.

Choose the interval during which the reservations have been made.

Luo tilasto Create the statistics

In the cottage statistics you will see the comparison between the searched time period and the same time period on the previous year. There are number of weeks and nights, number of persons, number of reservations, total amount of reimbursement, number and nights of your own bookings and changes in percentage.

01.05.2020

31.08.2020

01.01.2019

21.01.2021

1234 Cottage

Luo tilasto										
Headline Otsikko	Vko Weeks	Vrk Nights	Hlöt Persons	Yöp. vrk	Var. lkm	Number of reservations	Reimbursement Tilitys	Own booking nights Omat vrk	Omat yöp. vrk	Own bookings Omat var. lkm
Number of the cottage 1234	8.14	57	37	228	10		6108.02	55	55	8
	9.43	66	46	241	12		7050.61	28	28	3
%	-13.64	-13.64	-19.57	-5.39	-16.67		-13.37	96.43	96.43	166.67
Domestic clients (Finnish) Kotimaiset	8.14	57	37	228	10		6108.02	0	0	0
	7.43	52	38	185	10		5488.67	0	0	0
%	9.62	9.62	-2.63	23.24	0		11.28	0	0	0
Foreigners Ulkomaiset	0	0	0	0	0		0	0	0	0
	2	14	8	56	2		1561.94	0	0	0
%	0	0	0	0	0		0	0	0	0
Nationality not choosed Ei maata	0	0	0	0	0		0	55	55	8
	0	0	0	0	0		0	28	28	3
%	0	0	0	0	0		0	96.43	96.43	166.67
Total Yhteensä	8.14	57	37	228	10		6108.02	55	55	8
	9.43	66	46	241	12		7050.61	28	28	3
%	-13.64	-13.64	-19.57	-5.39	-16.67		-13.37	96.43	96.43	166.67

Below the statistics there is "Valitse kaavio". By clicking that you will get diagrams.

Valitse kaavio

Myynti € kohteittain Sales per cottage

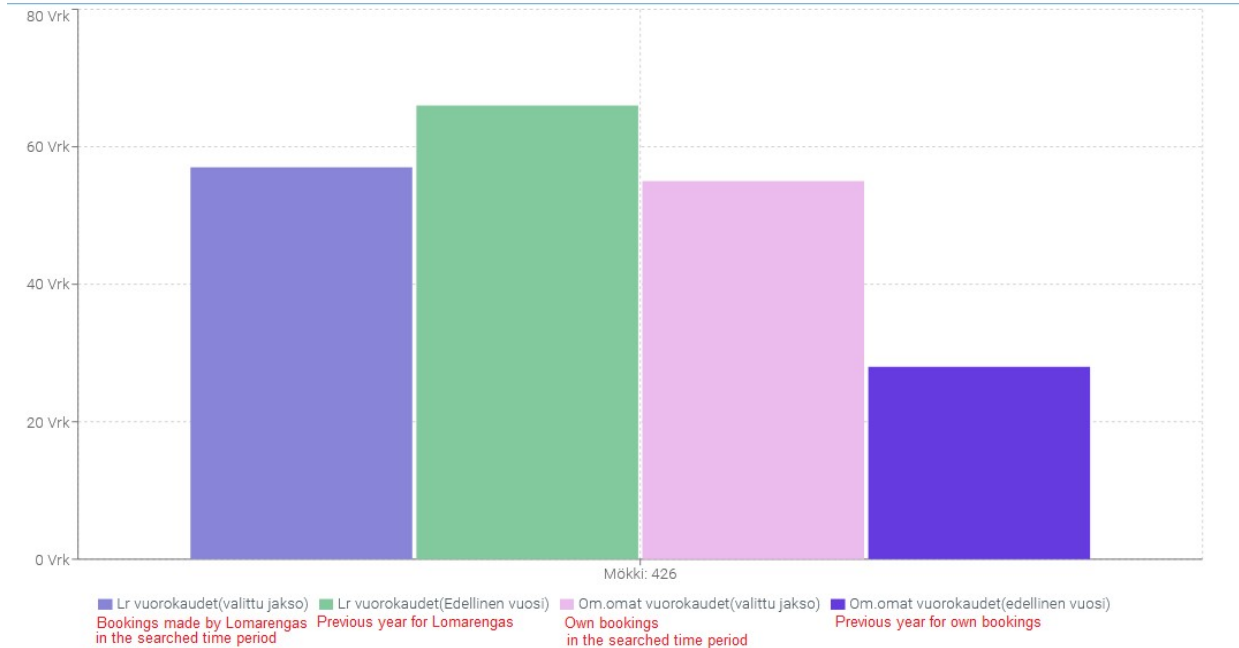
Vuorokaudet lkm Number of nights

Varaukset lkm Number of reservations

Valitse kaavio

For example Vuorokaudet lkm (Number of nights)

Vuorokaudet lkm Number of nights



In monthly statistics you will see monthly comparison for the searched time period (numbers of weeks, nights, persons and reservations, total reimbursement and numbers of own bookings).

Kuukausitilasto Monthly statistics

01.06.2020

30.09.2020

01.01.2019

21.01.2021

1234 Cottage

Luo tilasto

Otsikko	Vko	Weeks	Vrk	Nights	Hlöt	Persons	Yöp. vrk	Reservations Var. lkm	Reimbursement Tilitys	Own booking nights Omat vrk	Omat yöp. vrk	Own bookings Omat var. lkm
June 2020 Kesäkuu 2020	2.86		20		12		84	3	2082.35	10	10	2
June 2019 Kesäkuu 2019	2		14		10		54	2	1295.24	10	10	2
%	42.86		42.86		20		55.56	50	60.77	0	0	0
July 2020 Heinäkuu 2020	2		14		12		84	2	1674.09	17	17	3
July 2019 Heinäkuu 2019	2		14		11		77	2	1751.36	17	17	2
%	0		0		9.09		9.09	0	-4.41	0	0	50
August 2020 Elokuu 2020	2.71		19		11		52	4	1878.65	9	9	3
August 2019 Elokuu 2019	3.43		24		15		66	5	2639.85	1	1	1
%	-20.83		-20.83		-26.67		-21.21	-20	-28.84	800	800	200
September 2020 Syyskuu 2020	1.14		8		14		36	3	1000.38	5	5	1
September 2019 Syyskuu 2019	0		0		0		0	0	0	5	5	3
%	0		0		0		0	0	0	0	0	-66.67

The third statistics is about the nationalities of the clients.

REIMBURSEMENTS

Reimbursements will be paid 7 days after the beginning day of the reservation. With each payment there is a reference number which includes the following details:

For example in the reference number **1438010062012202152**

14380 = cottage number

100620 = beginning day of the reservation

1220215 = reservation number

2 = bank's check number

In case there are also additional services (for example bed linen and final cleaning) in the same reservation, you will get one total amount and first numbers of the reference number is the cottage number.

In case additional services will be paid to another owner than the cottage (for example caretaker), instead of the cottage number there will be a code for the specific additional service in the reference number.

You can check each payment for example by comparing the reference number and amount to the report "Tulijat ja lähtijät" (report about arrivals and departures) or "Arvonlisäveroerittely" (VAT report) or "Varausraportti" (report about reservations) in OMAliittymä. Same details can be found also in booking notifications which you will receive by e-mail after each reservation.

20.5.2021