

## 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 capitols 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.

Kaikki kohteet You can search free cottages by choosing all ("Kaikki") or just one of them

15.12.2017 Arrival day

17.12.2017 Departure day

**Q Hae** Search



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**

Sisältykö loppusiivous? **Is final cleaning included**

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

Sisältykö 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

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?

Henkilömäärä

Sisältyykö loppusivous?

Sisältyykö liinavaatteita?

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.

 **Lomarengas** OMAliittymä  **Log out**

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

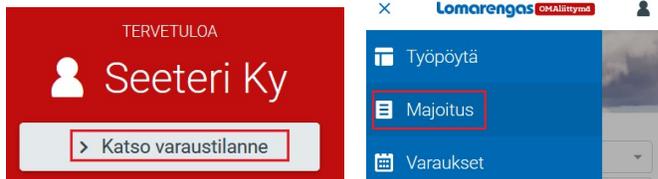
Menu and symbol to log out on a desk top:

**Lomarengas** OMAliittymä Seeteri Ky 

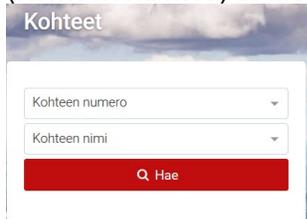
 Työpöytä  Majoitus  Varaukset  Tulijat ja lähtijät  Raportit

## 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).

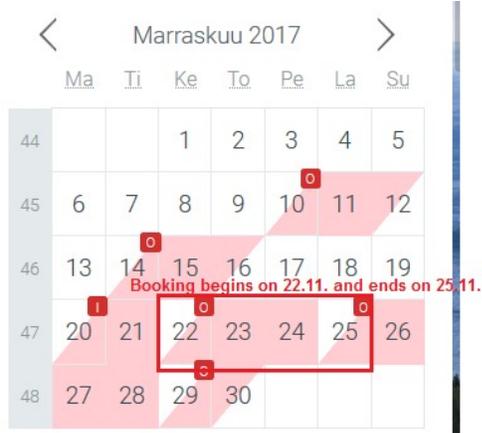


In the calendar all reservations are marked with red colour. You can also see the type of the reservation.

- 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	<b>Qty</b> <b>Määrä</b> 1 <b>Adults</b> <b>Aikuisia</b>
<b>Alkaa</b> <b>Begins</b> 22.11.2017 16:00	1 <b>Children</b> <b>Lapsia</b>
<b>Päätyy</b> <b>Ends</b> 25.11.2017 12:00	0 

## 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	<b>Quantity</b> <b>Määrä</b> 1 <b>Net price = disbursement</b> (incl. VAT if owner is VAT liable) <b>Ostohinta</b> 98.12 €
<b>Alkaa</b> 23.12.2017 16:00 <b>Päättyy</b> 26.12.2017 12:00	<b>Aikuisia</b> <b>Number of adults</b> 6 <b>Lapsia</b> <b>Number of children</b> 0 
<b>Additional services</b> <b>13013 Lakanat (=sheets)</b> for example Liinavaatteet = bed linen and towels Loppusiivous = final cleaning	<b>Quantity</b> <b>Määrä</b> 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 <small>Season</small>	Aika <small>Time period</small>	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)	



## 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*

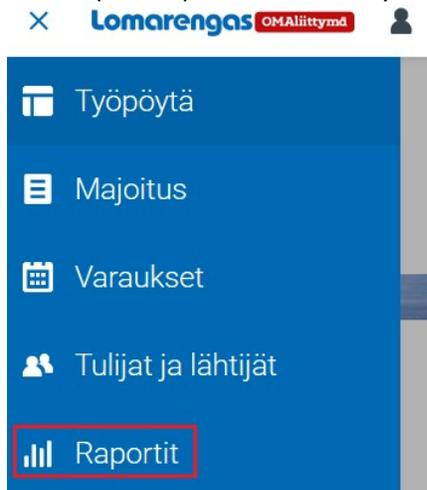
Aikaväli 29.12.2017 - 31.12.2017, kaikki varaukset

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

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

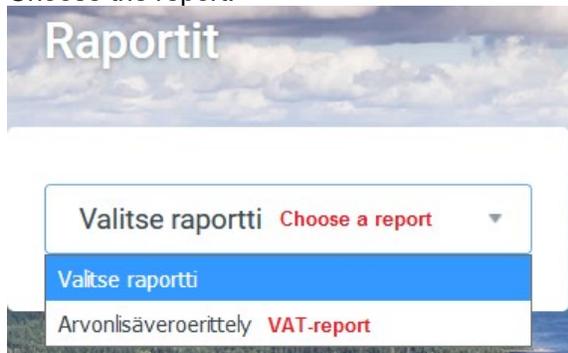
REPORTS ABOUT ALL RESERVATIONS AND VAT-REPORT

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 **OMALiittymä**

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.

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
<b>Number of the cottage</b> 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
<b>Domestic clients (Finnish)</b> 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
<b>Foreigners</b> 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
<b>Nationality not choosed</b> 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
<b>Total</b> 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

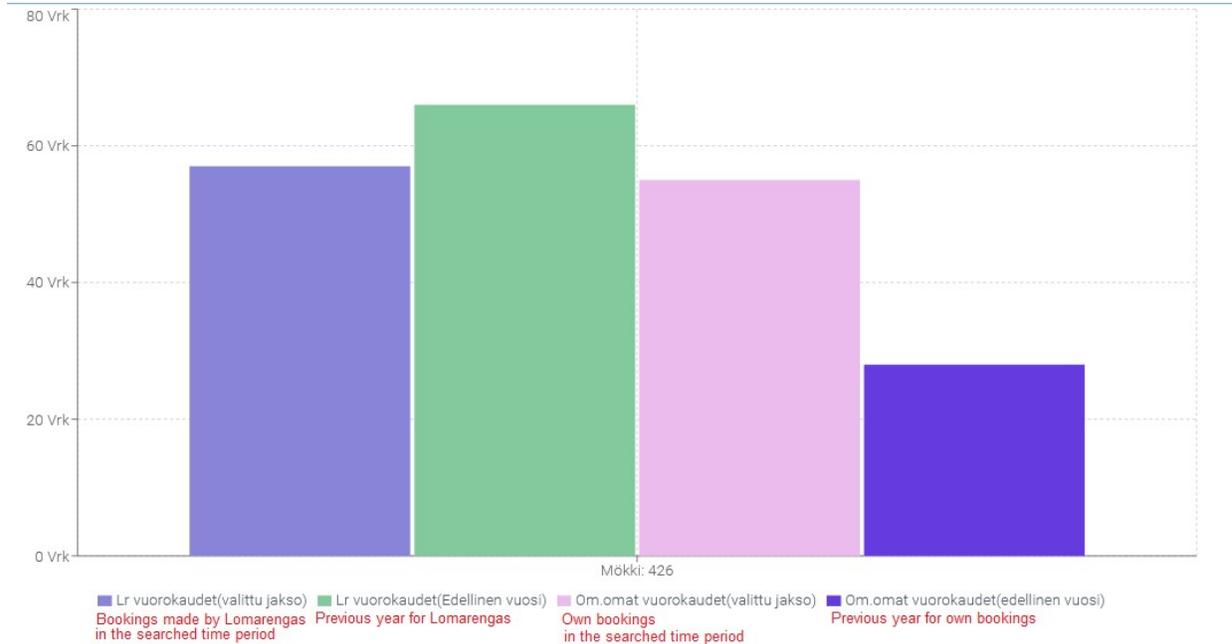
Below the statistics there is "Valitse kaavio". By clicking that you will get diagrams.

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	Reimbursement	Own booking nights	Own bookings
								Var. lkm	Tilitys	Omat vrk	Omat var. lkm
June 2020 Kesäkuu 2020	2.86		20		12		84	3	2082.35	10	2
June 2019 Kesäkuu 2019	2		14		10		54	2	1295.24	10	2
%	42.86		42.86		20		55.56	50	60.77	0	0
July 2020 Heinäkuu 2020	2		14		12		84	2	1674.09	17	3
July 2019 Heinäkuu 2019	2		14		11		77	2	1751.36	17	2
%	0		0		9.09		9.09	0	-4.41	0	50
August 2020 Elokuu 2020	2.71		19		11		52	4	1878.65	9	3
August 2019 Elokuu 2019	3.43		24		15		66	5	2639.85	1	1
%	-20.83		-20.83		-26.67		-21.21	-20	-28.84	800	200
September 2020 Syyskuu 2020	1.14		8		14		36	3	1000.38	5	1
September 2019 Syyskuu 2019	0		0		0		0	0	0	5	3
%	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) in OMAliittymä. Same details can be found also in booking notifications which you will receive by e-mail after each reservation.

17.3.2021