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LODGING II SYSTEM ADMINISTRATOR MANUAL

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1. INTRODUCTION

The **Lodging II** System Administration Guide is designed to assist the system administrator in setting up and operating the **Lodging II** system and configuring it for the particular hotel/motel setting in which it is to be used. The **Lodging II** system is extremely flexible and, using the procedures described in this guide, can be configured to fit a great variety of hotel/motel environments.

1.01 The system administrator will also need to be familiar with the Installation Guide, which is used to set up the computer and load the **Lodging II** program, and the **Lodging II** User Manual, which describes the day-to-day front desk operations of the system. If he wishes to use the specialized call accounting reports available in the **Lodging II** system, the system administrator will also need to refer to the **Lodging II** User Guide

2. OVERVIEW OF SYSTEM CONFIGURATION

2.01 Startup and Main Menu. Once the installation procedures are completed, the **Lodging II** system should be running. If it is not (and assuming the installation procedures were successfully followed), it may be started automatically by turning the computer power switch off and then on again. The software load process takes from two to three minutes, depending on the computer being used. When all the software is loaded and running, the system will display on the computer console the log-in screen shown in Figure 2-1.

2.02 Type a valid user name and press **ENTER**. The cursor will move to the password line. Type the password that is associated with that user name and press **ENTER**. Each letter of the password is displayed as a "." to maintain the security of the password.

2.03 When delivered, the **Lodging II** system is set up with a single valid user name, **ADMIN-SYSTEM**. There is no password associated with this user name; just pressing **ENTER** a second time is sufficient. One of the first tasks for the system administrator, when configuring the **Lodging II** system, is to assign a password to this user name and set up new names and passwords for himself and those who will be using the system.

2.04 If a valid user name and password are entered, the Main Menu (Figure 2-2) of the **Lodging II** system will be displayed; if not, the system prints "Incorrect login" and puts the cursor back to the user name field. Each valid user name and password has associated with it a security level that controls which menu options may be selected.

2.05 Each of the items on the main menu is described briefly below. The remainder of this Administration Guide is essentially a detailed description of items 2 and 3. Items 1, 4 and 5 are described in detail in the **Lodging II** User Manual. Item 6 is defined here.

```
-----  
                                LODGING II A1.01  
                                Copyright Fujitsu America Inc. 1987  
                                All Rights Reserved  
                                Software and Database  
  
User Name _____  
Password _____  
  
-----  
-F1- -F2- -F3- -F4- -F5- -F6- -F7- -F8- -F9- -F10-  
-----
```

Figure 2-1. Log-In Screen

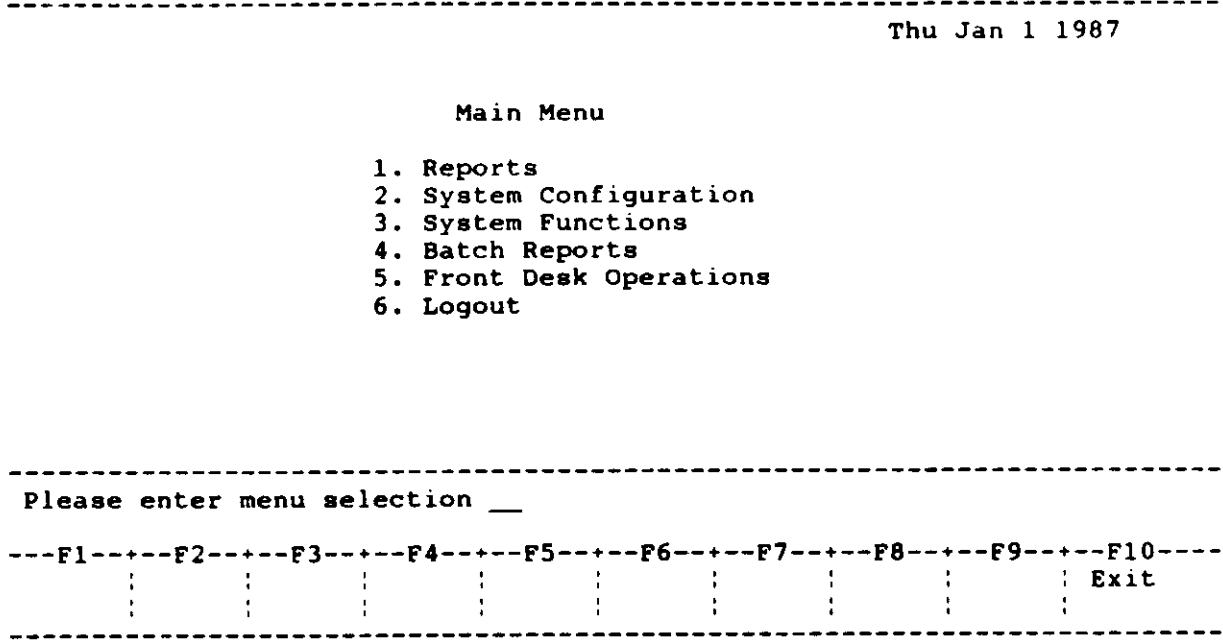


Figure 2-2. Main Menu

1. **Reports.** This item includes cost allocation reports to assign telephone costs to administrative phones, cost control reports to investigate especially long or expensive calls, and trunk traffic reports to analyze usage of outside trunks. For details, see the **Lodging II User Guide**.

NOTE: Reports specific to the hotel/motel environment are not included in this menu item but can be found under item 5, Front Desk Operations.

2. **System Configuration.** This menu item enables the system administrator to configure the system for the particular hotel/motel environment in which it is to be used. Guest room and administrative telephones, outside trunk groups, call costing and pricing strategies, etc. are defined here. The entire system may be set up to operate in the manner desired by the system administrator. For details, see Sections 2 through 7 of this document.

3. **System Functions.** Some of the more critical of the **Lodging II** system features, such as shutting down the entire system, are grouped under this menu item. It can only be accessed by a person logging-in with a user name assigned the highest level of security, typically the system administrator. For details, see Section 8 of this document.

4. **Batch Reports.** This function allows a batch of up to 20 reports to be specified and executed with a single command (for example, a group of week-end or month-end reports). Up to 20 report batches can be defined in a system. For details, see the **Lodging II User Guide**.