
MAGNA COMPUTER CORE SYSTEM INSTALLATION GUIDE



4545 36th Street, Suite 200, Orlando Florida 32811 1-800-753-6810

GENERAL INFORMATION CHECKSHEET

Client: _____

Contact Person: _____

Phone: (____) ____-____

Fax: (____) ____-____

Address: _____

Trip Report Completed: ____

Installation Date: _____

Technician: _____

Training Date: _____

Training Location: _____

Projected On-Line Date: _____

CLIENT CUSTOM INFORMATION

Tour Survey Printing:
Type Of Print:

Received Forms: _____ Completed: _____
WP Merge: _____ Pre-Printed: _____

Special Requirements:

Contract Document Printing:
Type Of Print:

Received Forms: _____ Completed: _____
WP Merge: _____ Pre-Printed: _____

Special Requirements:

Special Inventory / Membership documents

CLIENT CHECKLIST

Please find detailed below the information required to implement our system. Prior to the installation / training date, please have this information available. This information will be used in setting defaults and training users to maintain this information themselves.

EMPLOYEES, BROKERS AND AFFILIATES:

•**Name:**

Provide Full name with any previous login name.

•**Title:**

This is useful in the determination of access and responsibilities.

•**Department:**

(Telemarketing, Registration, Sales, etc...)

•**Computer Access Required:**

(Registration, contracts, commissions, etc...)

•**Employee Type:**

(F-Front, B=Back, C=Clerk, O=Solicitor, B=Broker)

•**Commission Rate:**

(Fixed Rate Amount or Percentage Per Sale)

•**Licensed:**

(Salespeople only, indicate the license expiration date)

•**Manager:**

Indicate department or Sales Manager (Useful for cross-reference)

Management of individual departments should be trained in the actual manipulation of particular module, as well as how it directly effects the integrated programs.

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•**Abbreviation or Alias:**

This will be the actual source code in the system.

•**Full Company:**

Location Name & Address & Phone

•**Special Commission Rates:**

Points per sale, fixed rate, etc...

•**Cost Per Up:**

Indicate total costs per up by particular source. Required for Resort Statistics.

•**Fixed Weekly/Monthly Cost:**

Indicate any fixed overhead for particular source.

•**Group Type:**

(Inhouse - OPC - Miscellaneous - etc...)

•**Market Source Type:**

(L=Lead - M=Marketing - B=Broker - T=Telemarketing - O=OPC Location)

•**Charge Back Apply? Y/N**

Describe events in which to charge-back source, and any special amount or calculation.

GIFTING AND PREMIUM INVENTORY CONTROL:

- Name Each Premium by abbreviation:**

This Code will be used in your system.

- Full name and description of each gift:**

Example: WDWA (Walt Disney World / Adult)

- Detail the cost per each gift:**

Indicate the actual cost per item by resort, retail price, discounted price to tour guests.

•**Abbreviations for Vacation Hotel(s):**

Used for Hotel Reservation Codes for Mini Vacation type arrivals.

•**Full Name, Address & Phone of Hotel(s):**

•**Cost per Reservation for each:**

Sets the automatation of costs per arrival.

•**List of Solicitor's, Confirmation Agents, Registration Personnel:**

Detail any special commission rates if applicable.

INVENTORY:

- **Phases:**

(CO Date, Recording Book & Page, Number/Units, Number Shares/Unit, Exchange Company / Inventory Type (Fixed, Flex, Points, Membership)

- **Units:**

Type (Fixed, Flex/Float, etc...), Building, Phase, Even/Odd Year Apply?, CO Date, 1st date, Maintenance Amount, Square Feet, Description, Bedrooms, Sleep For Exchange. Company

- **Weeks Per Unit:**

List Price, Bottom Price, Exchange Season Grid (Red, Blue, etc...), Availability Status (Sold, Available, Hold, Maintenance)

- **NQ Reason Codes:**

Required for automation of NQ's and evaluation.

CONTRACT INFORMATION:

- **Recision Period:**

Number of days for full refund to consumer for cancellation.

- **Default Down Payment:**

This is a default value only, and may be changed at time of sale.

- **Default Interest Rate:**

This is a default value only, and may be changed at time of sale.

- **Default Term (months):**

This is a default value only, and may be changed at time of sale.

- **Exchange Companies:**

If more than one is used, indicate which should be the default.

- **Exchange Fee Amount:**

Full amount whether paid by seller or buyer.

- **Sales Offices:**

If special commission rates and/or statistics required for a particular group of salespeople, separate them by a sales office. This will also prove beneficial in the Commissions software module.

MORTGAGES / FUNDING, MAINT FEES & TAXES

- **List Lending Institutions and the selection criteria for each:**

Detail abbreviations, Full Corporate Name, and all requirements to accept notes.

- **List Due Dates:**

Indicate whether you wish to bill on the 1st, 5th, 15th, etc... for monthly mortgage.

Indicate on what date (or calculatative date) to bill annual maintenance dues.

- **Late Fee Criteria:**

Indicate number of days late to be charged a late fee, and what amount this late fee should be. This can be a percentage or a fixed charge.