



LaszloApartman

User guide

Using the application step by step

Windows | HU / EN / ES | 2.1.11

2026-10-11

Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

<https://lnkr.es/LaszloApartman/>

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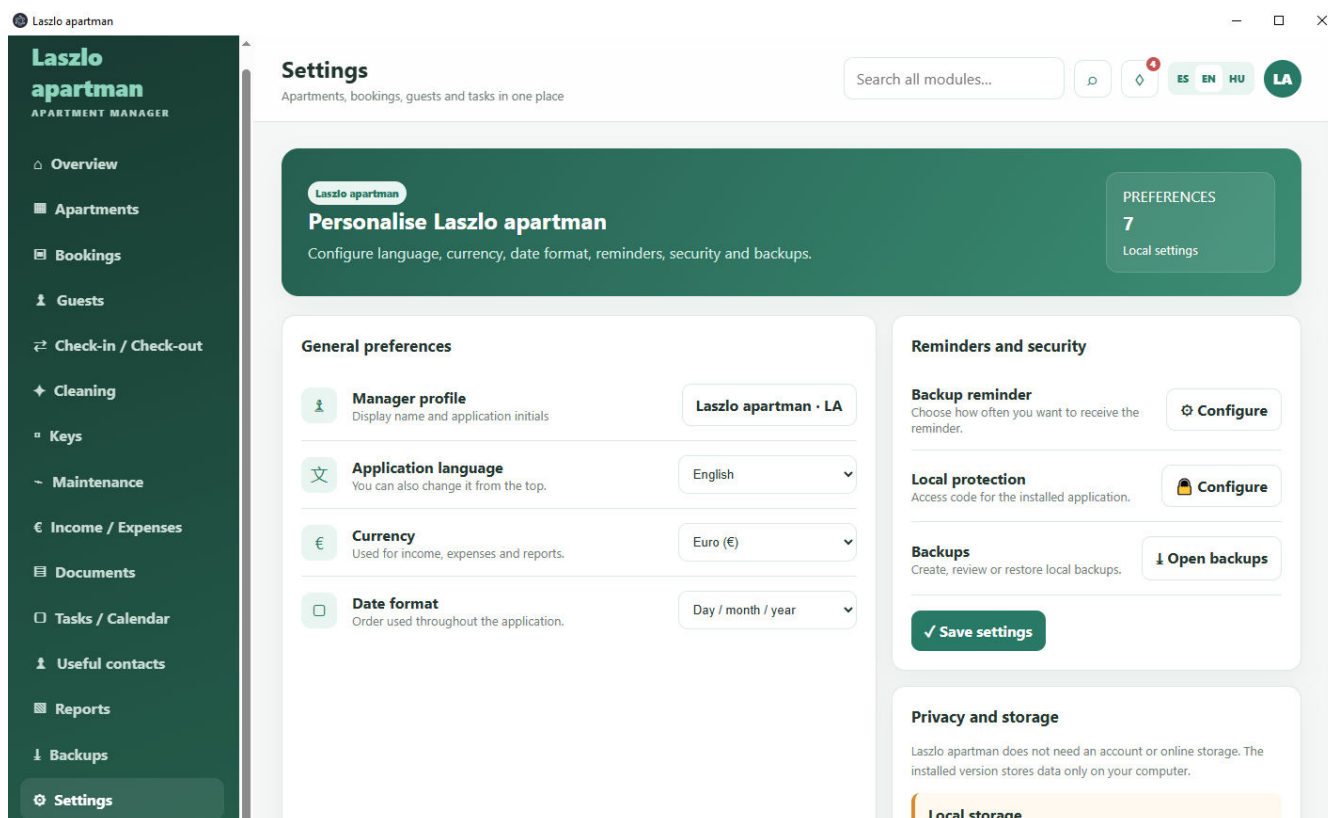
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01 Settings

1. Install the Windows application and open Settings. First use starts a 30-day trial with up to 3 apartments.
2. Set your display name and initials in the Manager profile. The default initials are LA. Your custom name also appears in the application header.
3. Choose HU, EN or ES in the top right. Check the date format and currency. Booking dates follow the selected format.



Settings | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

02 Apartments

1. Open Apartments and choose Add apartment. Enter the name, location and capacity; capacity is important for later booking checks.
2. The apartment card shows booking dates, the guest and booking amount. Monthly income is calculated from received financial entries dated in the current month.
3. Click a card to open related bookings, income, expenses and other records. Adding a fourth apartment requires a larger license plan.

The screenshot displays the 'Apartments' module in the Laszlo apartmentman system. The interface features a dark green sidebar on the left with navigation options: Overview, Apartments (selected), Bookings, Guests, Check-in / Check-out, Cleaning, Keys, Maintenance, Income / Expenses, Documents, Tasks / Calendar, Useful contacts, Reports, Backups, and Settings. The main content area is titled 'Apartments' and includes a search bar and a '+ Add apartment' button. Below this, five apartment cards are shown, each displaying details for a specific unit:

- APT-375524 Apartment Azul** (Almoradí · Holiday rental): Status **Occupied**, Next **Departure 17/10**, Situation **Laura Gómez**, Monthly income **0 €**, Arrival **09/10/2026**, Departure **17/10/2026**, Booking amount **640 €**.
- APT-412699 Apartment Sol** (Torrevieja · Holiday rental): Status **Available**, Next **Arrival 12/10**, Situation **Next: Hans Müller**, Monthly income **0 €**, Arrival **12/10/2026**, Departure **19/10/2026**, Booking amount **1450 €**.
- APT-438475 Apartment Mar** (Guardamar del Segura · Holiday rental): Status **Available**, Next **Arrival 15/10**, Situation **Next: Kovács Péter**, Monthly income **0 €**, Arrival **15/10/2026**, Departure **22/10/2026**, Booking amount **540 €**.
- APT-466707 Apartment Jardín** (Rojales · Holiday rental): Status **Available**, Next **Arrival 10/10**, Situation **Next: Kovács**, Monthly income **1250.5 €**.
- APT-629306 Apartment Jardín 2** (alicante · Holiday rental): Status **Available**, Next **Arrival 20/10**, Situation **Next: Hans**, Monthly income **0 €**.

Apartments | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

03 Bookings

1. On Bookings, select New booking. Enter arrival, departure and party size first. Departure must be on a later day than arrival.
2. The apartment selector shows booked dates and insufficient capacity. A booking table appears for the selected apartment. A new guest may arrive on the previous guest's departure day.
3. Select an existing guest or enter a new guest's name, country, phone and email. Complete the amount, status and optional separate arrival/departure times and notes.
4. One Save creates the booking, new guest and both linked events. Apartment overlaps and excess capacity prevent saving. Check the warning when the same guest name has an overlapping booking.
5. Editing the booking updates dates and guest details in its linked arrival/departure events. Bookings are listed by earliest arrival date.

Bookings
Apartments, bookings, guests and tasks in one place

Search all modules...

Search booking, guest or apartment... **+ New booking**

BOOKING	APARTMENT	GUEST	STAY	GUESTS	TOTAL	STATUS
RES-2026-961182	Apartment Azul	Laura Gómez	09/10/2026 → 17/10/2026	2	640 €	Confirmed
RES-2026-056338	Apartment Azul	Emma Wilson	17/10/2026 → 26/10/2026	3	720.5 €	Confirmed
RES-2026-099820	Apartment Jardín	Kovács Péter	10/10/2026 → 17/10/2026	4	780 €	Pending
RES-2026-158783	Apartment Sol	Jan de Vries	28/10/2026 → 05/11/2026	4	1,260 €	Pending
RES-2026-208223	Apartment Sol	Hans Müller	12/10/2026 → 19/10/2026	6	1,450 €	Pending
RES-2026-304583	Apartment Jardín	Szabó Anna	25/10/2026 → 30/10/2026	3	980 €	Cancelada
RES-2026-359527	Apartment Mar	Szabó Anna	02/10/2026 → 02/10/2026	2	595 €	Cancelada
RES-2026-397911	Apartment Mar	Kovács Péter	15/10/2026 → 22/10/2026	1	540 €	Pending
RES-2026-449923	Apartment Jardín 2	Hans Müller	20/10/2026 → 27/10/2026	4	1,050 €	Confirmed
RES-2026-130370	Apartment Mar	Balogh József	02/10/2026 → 04/10/2026	1	250 €	Confirmed
TOTAL · 8 bookings (2 cancelled not included)					6,690.5 €	

Bookings | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

04 Guests

1. Guests are listed alphabetically by name. Search by name or contact details.
2. Click a guest to view or edit details. You can also add a new guest on the combined booking form without opening a separate guest card first.
3. Booked nights automatically totals the length of the guest's non-cancelled bookings. October 10-17 is 7 nights. This is not party size or number of visits; future and completed bookings also count.

Laszlo apartman

Laszlo apartman
APARTMENT MANAGER

Overview

Apartments

Bookings

Guests

Check-in / Check-out

Cleaning

Keys

Maintenance

Income / Expenses

Documents

Tasks / Calendar

Useful contacts

Reports

Backups

Settings

Guests

Apartments, bookings, guests and tasks in one place

Search all modules...

ES EN HU LA

Search guest...

+ New guest

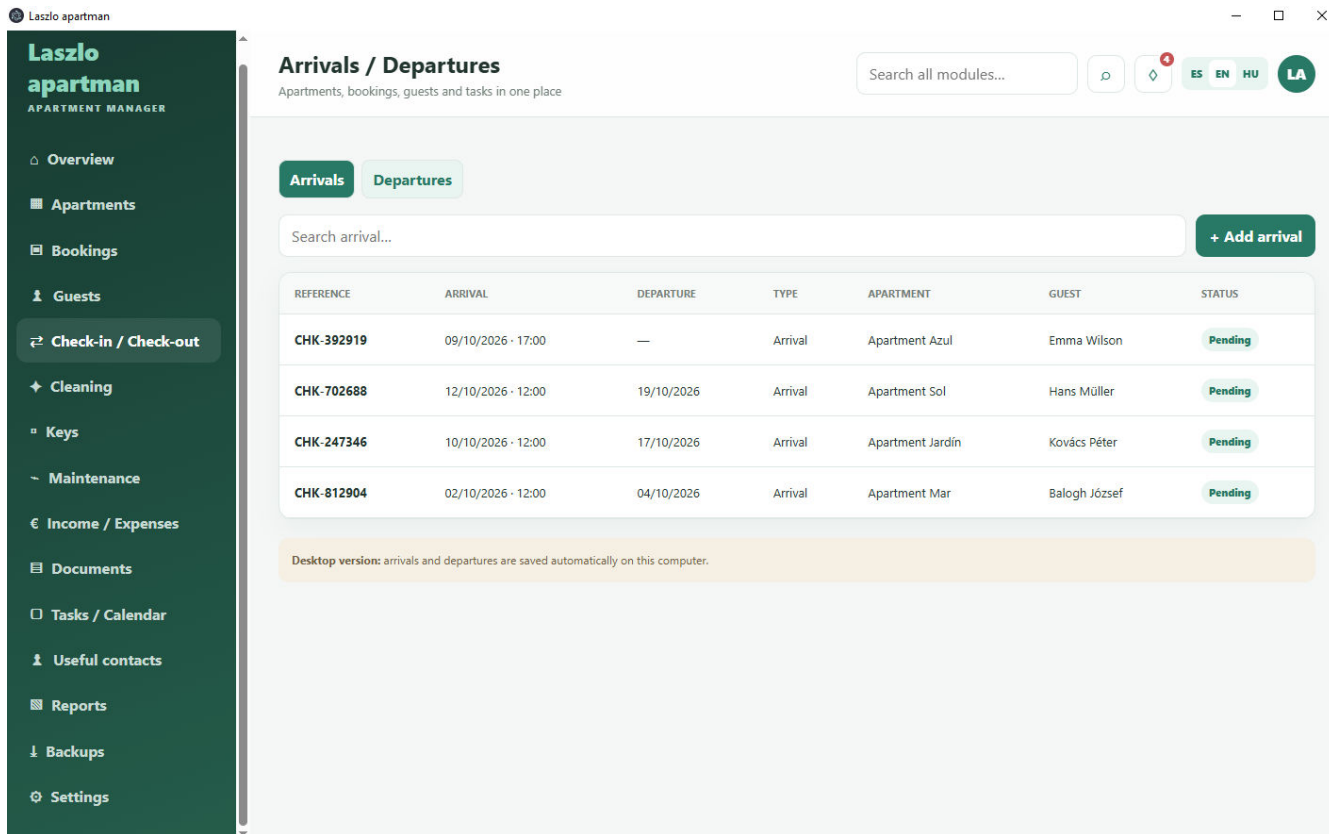
GUEST	COUNTRY	CONTACT	STAYS	APARTMENT
Laura Gómez	Spain	+34 612 345 678 laura.gomez@example.com	3	Apartment Azul
Emma Wilson	United Kingdom	+44 7700 900123 emma.wilson@example.com	2	Apartment Azul
Kovács Péter	Magyar	+36 30 123 4567 kovacs.peter@example.com	4	Apartment Mar
Szabó Anna	Magyar	+36 20 987 6543 szabo.anna@example.com	2	Apartment Sol
Hans Müller	Német	+49 151 2345 6789 hans.mueller@example.com	1	Apartment Jardin
Jan de Vries	Countrys Bajos	+31 6 1234 5678 jan.devries@example.com	1	Apartment Sol

Desktop version: guests and their changes are saved automatically on this computer.

Guests | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

05 Arrivals and departures

1. Arrival and Departure have separate tabs. Each list is ordered by its own event date, earliest first.
2. The combined booking form creates both events automatically. When adding an event separately for an older booking, use Import booking to fill its details.
3. Open the row to check time and operational status. Event completion and receipt of a financial payment are separate information.



Arrivals / Departures
Apartments, bookings, guests and tasks in one place

Search all modules...

Arrivals Departures

Search arrival... + Add arrival

REFERENCE	ARRIVAL	DEPARTURE	TYPE	APARTMENT	GUEST	STATUS
CHK-392919	09/10/2026 - 17:00	—	Arrival	Apartment Azul	Emma Wilson	Pending
CHK-702688	12/10/2026 - 12:00	19/10/2026	Arrival	Apartment Sol	Hans Müller	Pending
CHK-247346	10/10/2026 - 12:00	17/10/2026	Arrival	Apartment Jardin	Kovács Péter	Pending
CHK-812904	02/10/2026 - 12:00	04/10/2026	Arrival	Apartment Mar	Balogh József	Pending

Desktop version: arrivals and departures are saved automatically on this computer.

Arrivals and departures | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

06 Cleaning

1. On Cleaning, enter the apartment, date, time, task, responsible person and any cost.
2. The calendar automatically shows existing cleaning tasks. Saving a booking does not by itself create all additional cleaning tasks.
3. Update the status when the task is done. The cost may appear as a linked financial expense; check that you do not record the same entry twice.

The screenshot shows the 'Cleaning' module in the Laszlo Apartment Manager. The left sidebar contains a navigation menu with options: Overview, Apartments, Bookings, Guests, Check-in / Check-out, Cleaning (selected), Keys, Maintenance, Income / Expenses, Documents, Calendar and tasks, Useful contacts, Reports, Backups, and Settings. The main content area is titled 'Cleaning' and includes a subtitle 'Apartments, bookings, guests and tasks in one place'. A search bar labeled 'Search all modules...' is at the top right. Below the search bar is a 'Search cleaning...' input field and a '+ New cleaning' button. A table displays the following data:

REFERENCE	DATE	APARTMENT	SERVICE	RESPONSIBLE	COST	STATUS
LIM-019284	17/10/2026 · 12:00	Apartamento Azul	final cleaning	María López	55 €	Planned
LIM-142121	17/10/2026 · 12:00	Apartman Jardin	final cleaning	María López	75 €	Planned
LIM-190392	19/10/2026 · 17:00	Apartman sol	final cleaning	María López	55 €	Scheduled
TOTAL · 3 cleanings					185 €	

Below the table, a note states: 'Desktop version: cleaning records are saved automatically on this computer.'

Cleaning | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

07 Keys

1. Keys has separate handover and return tabs, ordered by their respective dates.
2. Import the guest, apartment and stay from a booking. Check the key set and times. The linked stay can also provide the event on the other tab.
3. Open the entry to check details and status. Edit key events separately when needed; combined booking entry does not replace checking the key records.

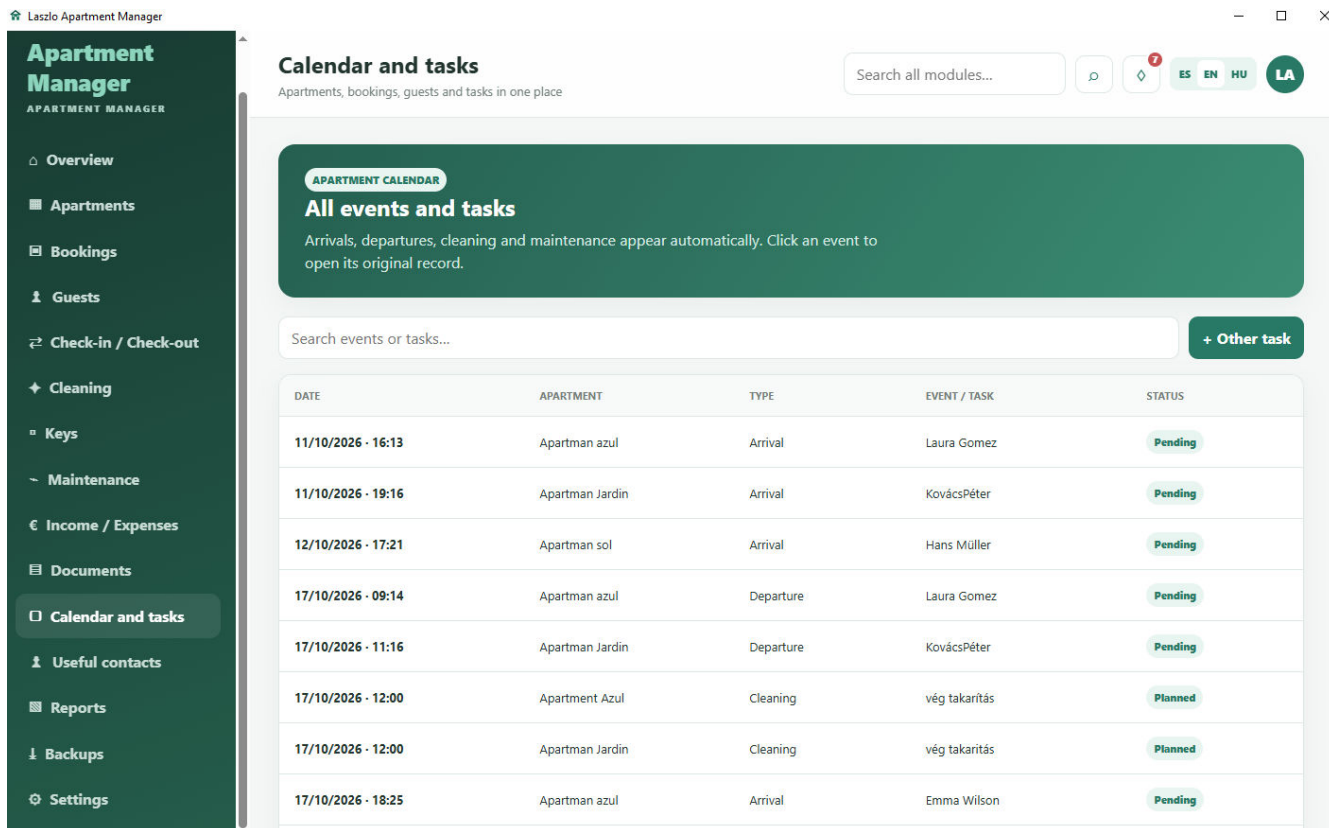
The screenshot shows the 'Keys' module in the Laszlo Apartment Manager. The left sidebar contains a navigation menu with options: Overview, Apartments, Bookings, Guests, Check-in / Check-out, Cleaning, **Keys** (selected), Maintenance, Income / Expenses, Documents, Calendar and tasks, Useful contacts, Reports, Backups, and Settings. The main content area is titled 'Keys' with the subtitle 'Apartments, bookings, guests and tasks in one place'. It features a search bar 'Search all modules...' and a language selector with buttons for ES, EN, HU, and LA. Below the title, there are two tabs: 'Key handover' (active) and 'Key return'. A search bar 'Search key...' is present above a table. A '+ New key set' button is located to the right of the search bar. The table has columns: REFERENCE, APARTMENT, SET, RECIPIENT, MOVEMENT, DATE, and STATUS. It contains two rows of data. A yellow banner at the bottom of the table area states: 'Desktop version: key records are saved automatically on this computer.'

REFERENCE	APARTMENT	SET	RECIPIENT	MOVEMENT	DATE	STATUS
KEY-414477	Apartment azul	keys	Laura Gomez	Handover	11/10/2026	Available
KEY-434721	Apartment Jardin	keys	KovácsPéter	Handover	11/10/2026	Ready

Keys | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

08 Calendar and tasks

1. Calendar and tasks combines arrivals, departures, cleaning and maintenance in a date-ordered list.
2. Click an event to open its original record. You do not need to enter an automatic event again manually.
3. Use Other task to add a personal task. Set priority on its form; important manual tasks show a star next to their name.



The screenshot displays the 'Calendar and tasks' section of the Laszlo Apartment Manager. The sidebar on the left contains the following menu items: Overview, Apartments, Bookings, Guests, Check-in / Check-out, Cleaning, Keys, Maintenance, Income / Expenses, Documents, **Calendar and tasks** (highlighted), Useful contacts, Reports, Backups, and Settings. The main content area has a header with the title 'Calendar and tasks' and a subtitle 'Apartments, bookings, guests and tasks in one place'. A search bar labeled 'Search all modules...' is present. Below this, a green banner reads 'APARTMENT CALENDAR All events and tasks' with the text 'Arrivals, departures, cleaning and maintenance appear automatically. Click an event to open its original record.' A search bar for events is labeled 'Search events or tasks...'. A '+ Other task' button is located on the right. The main table lists events with the following columns: DATE, APARTMENT, TYPE, EVENT / TASK, and STATUS.

DATE	APARTMENT	TYPE	EVENT / TASK	STATUS
11/10/2026 - 16:13	Apartman azul	Arrival	Laura Gomez	Pending
11/10/2026 - 19:16	Apartman Jardin	Arrival	KovácsPéter	Pending
12/10/2026 - 17:21	Apartman sol	Arrival	Hans Müller	Pending
17/10/2026 - 09:14	Apartman azul	Departure	Laura Gomez	Pending
17/10/2026 - 11:16	Apartman Jardin	Departure	KovácsPéter	Pending
17/10/2026 - 12:00	Apartment Azul	Cleaning	vég takarítás	Planned
17/10/2026 - 12:00	Apartman Jardin	Cleaning	vég takarítás	Planned
17/10/2026 - 18:25	Apartman azul	Arrival	Emma Wilson	Pending

Calendar and tasks | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

09 Maintenance

1. On Maintenance, enter the apartment, activity, date, status and any cost.
2. The list starts with the earliest date. The task also appears in the shared calendar.
3. Update the status after completion. Check the associated cost under Income / Expenses.

Laszlo Apartment Manager

Apartment Manager

APARTMENT MANAGER

Overview

Apartments

Bookings

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Check-in / Check-out

Cleaning

Keys

Maintenance

Income / Expenses

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Calendar and tasks

Useful contacts

Reports

Backups

Settings

Maintenance

Apartments, bookings, guests and tasks in one place

Search all modules...

ES EN HU LA

Search maintenance...

+ New maintenance

JOB	APARTMENT	DATE	PROFESSIONAL	COST	STATUS
A/C system check MNT-322065	Apartman Jardin	18/10/2026	Clima Costa	120 €	Scheduled
TOTAL - 1 jobs				120 €	

Desktop version: maintenance records are saved automatically on this computer.

Maintenance | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

10 Income and expenses

1. Bookings create automatic financial entries. Pending entries remain visible, but income totals include them only when Received.
2. The current application automatically marks the financial entry Received for Checked in or Completed bookings. Verify actual payment: a manually edited automatic financial entry is no longer overwritten by later source updates.
3. Click top cards to open detailed lists. Apartment monthly income uses the entry date and current month; amounts are not automatically apportioned across days or months.
4. Use New transaction to add manual income or expenses. Check date, apartment and status, and avoid duplicate entries.

REFERENCE	DATE	APARTMENT	DESCRIPTION	TYPE	AMOUNT	STATUS
AUTO-RES-2026-961182	09/10/2026	Apartment Azul	Booking - Laura Gómez	Income	640 €	Pending
AUTO-RES-2026-056338	17/10/2026	Apartment Azul	Booking - Emma Wilson	Income	720.5 €	Pending
AUTO-RES-2026-099820	10/10/2026	Apartment Jardín	Booking - Kovács Péter	Income	780 €	Pending
AUTO-RES-2026-158783	28/10/2026	Apartment Sol	Booking - Jan de Vries	Income	1,260 €	Pending
AUTO-RES-2026-208223	12/10/2026	Apartment Sol	Booking - Hans Müller	Income	1,450 €	Pending
AUTO-RES-2026-397911	15/10/2026	Apartment Mar	Booking - Kovács Péter	Income	540 €	Pending
AUTO-RES-2026-449923	20/10/2026	Apartment Jardín 2	Booking - Hans Müller	Income	1,050 €	Pending
AUTO-RES-2026-130370	02/10/2026	Apartment Mar	Booking - Balogh József	Income	250 €	Pending
AUTO-LIM-637394	17/10/2026	Apartment Azul	vég takarítás	Expense	45 €	Pending

Income and expenses | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

11 Reports

1. Reports shows income, expenses and result per apartment. Income counts only received entries here too.
2. Cards open detailed financial lists. Apartments are listed alphabetically by name.
3. Use the application's preview, print and export options. Check the displayed figures and selections before exporting.

Laszlo apartman
APARTMENT MANAGER

Reports
Apartments, bookings, guests and tasks in one place

Search all modules...

ES EN HU LA

REPORTS

Apartment summary
A clear overview of your income, expenses and financial result.

INCOME
6,690.5 €
View details →

EXPENSES
231 €
View details →

RESULT
6,459.5 €
View details →

By apartment

Apartment Azul Almoradí	1,315.5 €
Apartment Sol Torrevieja	2,559 €
Apartment Mar Guardamar del Segura	755 €
Apartment Jardín Rojales	780 €
Apartment Jardín 2 alicante	1,050 €

Prepare report
Select the period, apartment and report format.

Period
This month

Apartment
All apartments

Format
PDF

Preview Prepare report

Reports | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

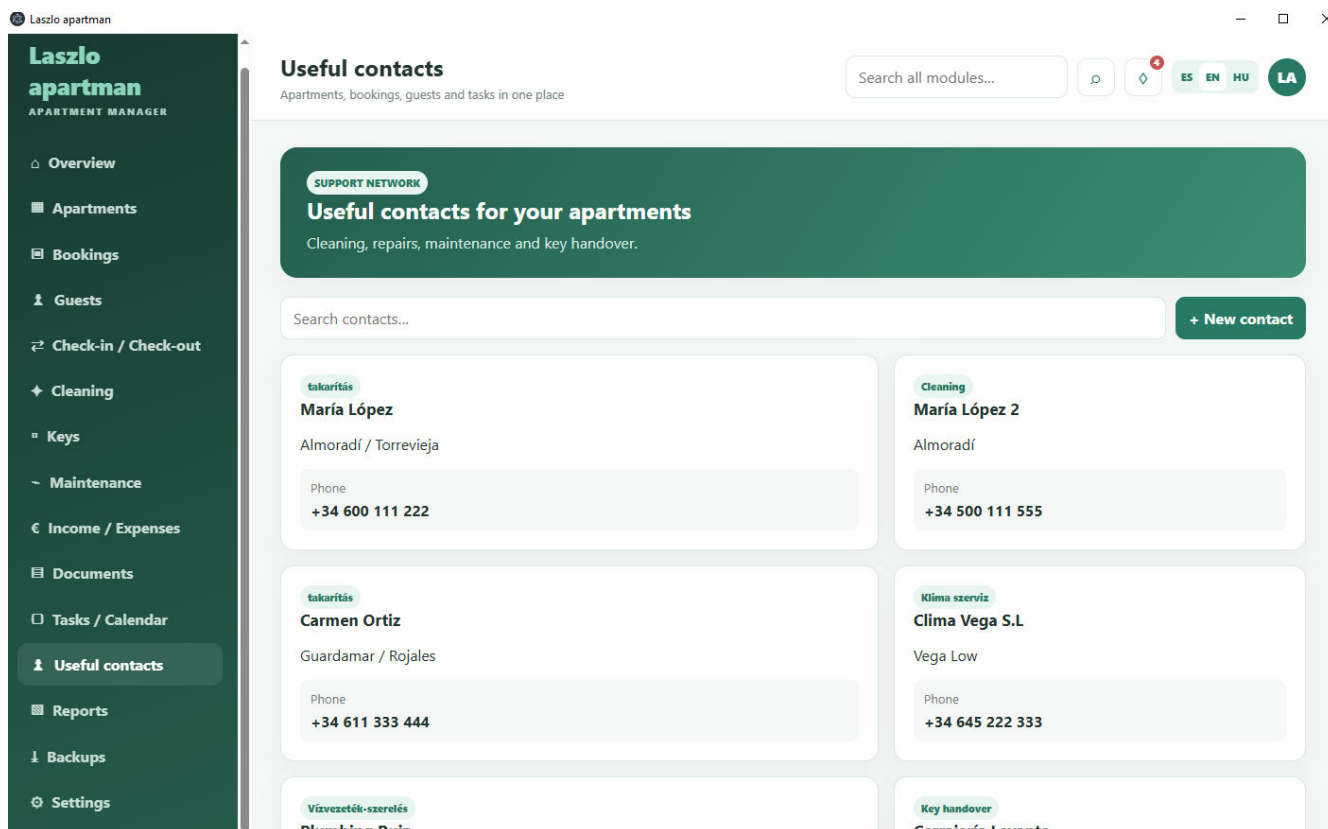
12 Documents

1. When adding a document, enter name, apartment, category and expiry; attach a file if needed. Select No expiry when appropriate.
2. Non-archived documents expiring within the next 30 days are automatically Upcoming. Earlier expiry is Expired and later expiry is Current. The expiry day itself remains Upcoming.
3. Archived is selected manually and remains unchanged regardless of the date. Top cards open lists of documents in the corresponding group.
4. Open an attached file from the document's details. Attachments are stored locally; remember to back them up.

Documents | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

13 Useful contacts

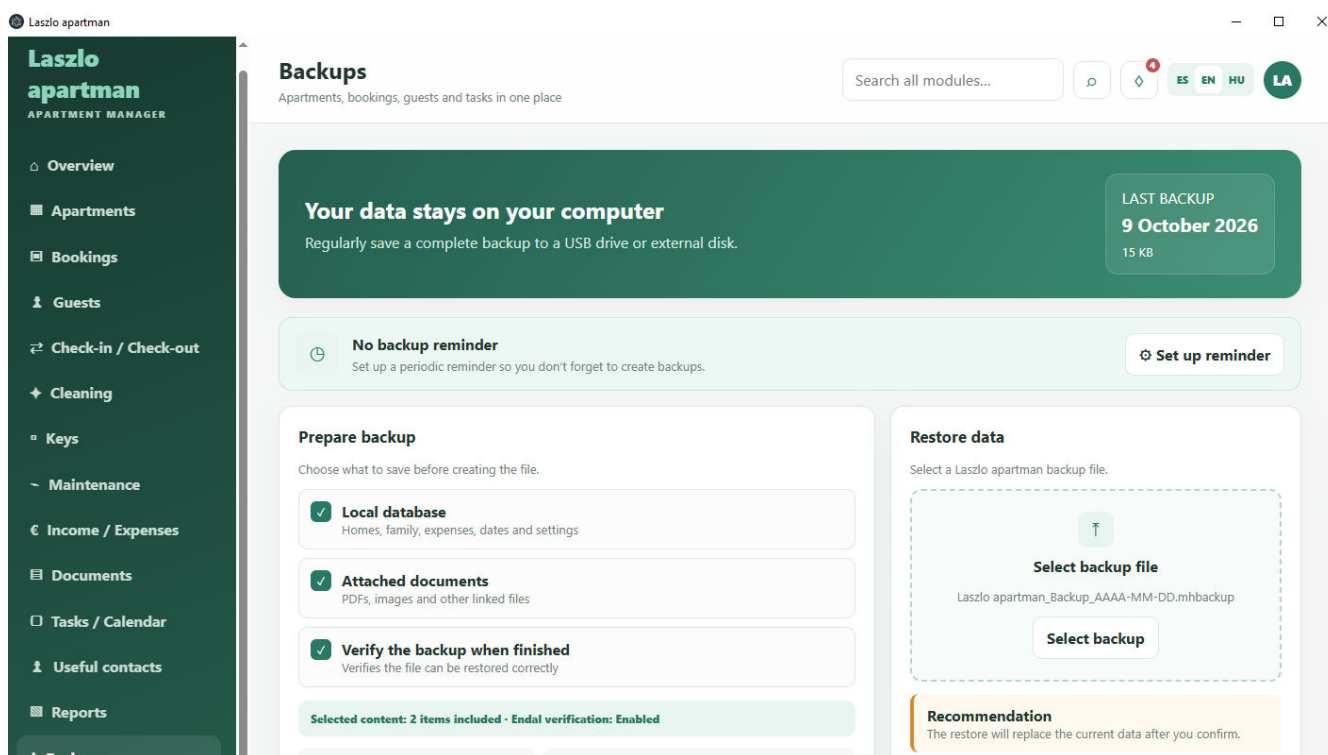
1. Enter the provider or contact name, activity and contact details.
2. The list is alphabetical by displayed activity. Use search to filter quickly.
3. Open a contact card to view or edit details.



Useful contacts | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

14 Backups

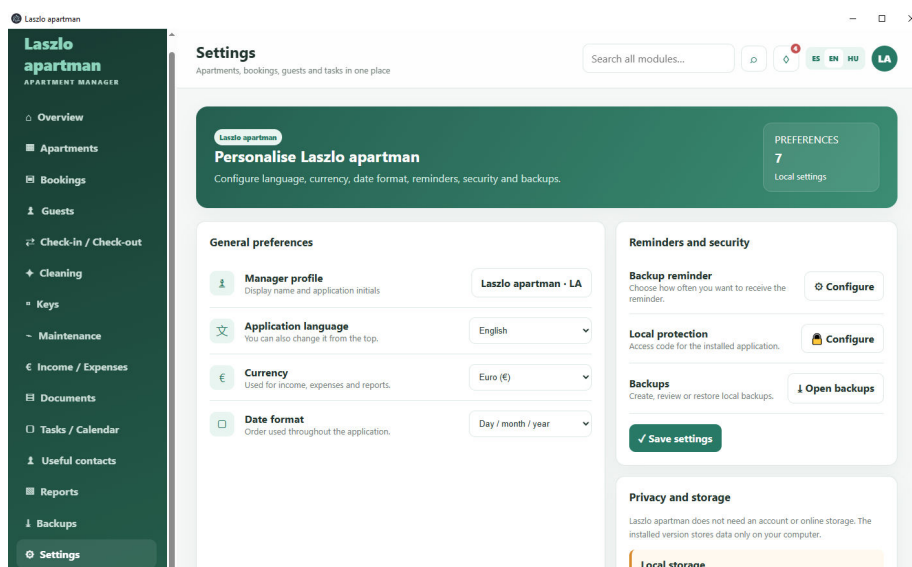
1. In Backups, select a backup location and create a backup. The application uses its own .mhbackup format.
2. Keep a copy away from this computer as well. Back up before important changes, updates and restores.
3. Check the chosen backup before restoring. Restore may overwrite current business data. Full data deletion is not part of daily use.
4. Trial and license are stored separately: restoring business data or deleting it does not restart the trial.



Backups | Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

15 Activating a license file

1. Settings → License and plans shows your trial or license status and computer ID.
2. Choose 3, 6, 9 or a custom (10+) apartment plan. Copy the request and send the plan and computer ID to the seller. Selecting a plan alone does not activate a license.
3. Save the received .laszlolic file. Click Load license file and choose it. The application checks signature, expiry and computer ID. Pasting an older license code remains supported.
4. An invalid, expired or other-computer file cannot activate. One license is for one computer. Contact the seller when replacing your computer.
5. A new license lasts 2 years. Upgrading an existing plan retains the original expiry and uses the known plan price difference. After expiry, viewing, opening documents and backup/export remain available; data entry needs a valid license.



Screenshots contain illustrative test data. Some show an earlier version; instructions describe version 2.1.11.

16 Quick help

Booking cannot be saved: check required fields, date order, capacity and overlapping apartment bookings.

Monthly income differs from the booking amount: check financial entry date and Received status. Monthly totals may include a different set of bookings.

License does not activate: check computer ID, file and expiry. Do not edit the file contents.

Screenshots or menus differ: the application may be updated. Keep backups and your valid license file; you do not need to delete business data to update.

Contact: mesterweb@lnkr.es | Website: <https://lnkr.es/LaszloApartman/>