

RESERVATIONS

A Mini Hotel



1) Under Reservations select Calendar.



2) Select an empty cell on your Calendar with the desired room and date where you want to make a reservation. We recommend choosing the **"Full reservation"** option.

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ions 🔻	Nov 4 – Dec 1, 2022	CL 24HR 0 (CK2 0	• 24HR • 9 WL • 4 W	veek(s) 👻 🛅 💉	< > 8	14 -7 -1 Today	y +1
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rvation Query	Rooms 4fri 5 Sat 6 Sun 7 Mon 87	fue 💙		20 Suri 21 Mon 22 Tue 23	Ved 24 Thu 25 Fri 26 Sat	27 Sun 28 Mon 29 Tu	e 30 We
S.	10 O	Quick Reservations	Full Reservations				
	11 O Test Reservation	Create or Modify quick Reservations	Create or Modify regular Reservations				
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3) Fill in the guest's information such as First and Last name, Email, Phone number, etc. Scroll down.

etails					Summary	
Guest				R	Guest	Adam Smith
Ouest				(Market Contraction of the second sec	Check In	09/11/2022
					Check Out	10/11/2022
Regular -			Status		Nights	1
			Confirmed	~		
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Personal Details					Child	0
FIRST NAME		LAST NAME			Babies	0
Adam		Smith			Youth	0
IDENTITY NUMBER		LANGUAGE			Rooms	
12121212		English		~	134 — Double channel	
Contact					Remarks	
TELEPHONE		EMAIL				
0220202332		mail@test.com			Remarks	ह्य Ota remarks
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12 5 1 000	Casablance		Morocco			
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4) Here you can see and modify the check in and check out date and number of guests. On the right panel you can manage the price details. You can either use **"Original Price"** which will use the price set in the system or choose **"Manual Total"** to put a custom total price for the reservation. When you set up everything, click **"Create reservation"** on the top left.

CREDIT CARD
Create Group
MM/YYYY CVV
Payment Details
Price List EUR ~
Manual price
Original Price Original Price Otiginal Price
EUR 200
Reductions
Full Price
Reduction Amount
Reduction Percent
Add VAT



Making Reservations

5) Your reservation is now created.

Rooms		W Create Group	V Create Group		
😋 134 - Coubin channel		Select Room 🔒 🖬 🧭 1			
			Payment Details		
снеск m 09/9/2022	IN/9/2022		Price List	ER v	
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6) And you can see it in your Calendar.



