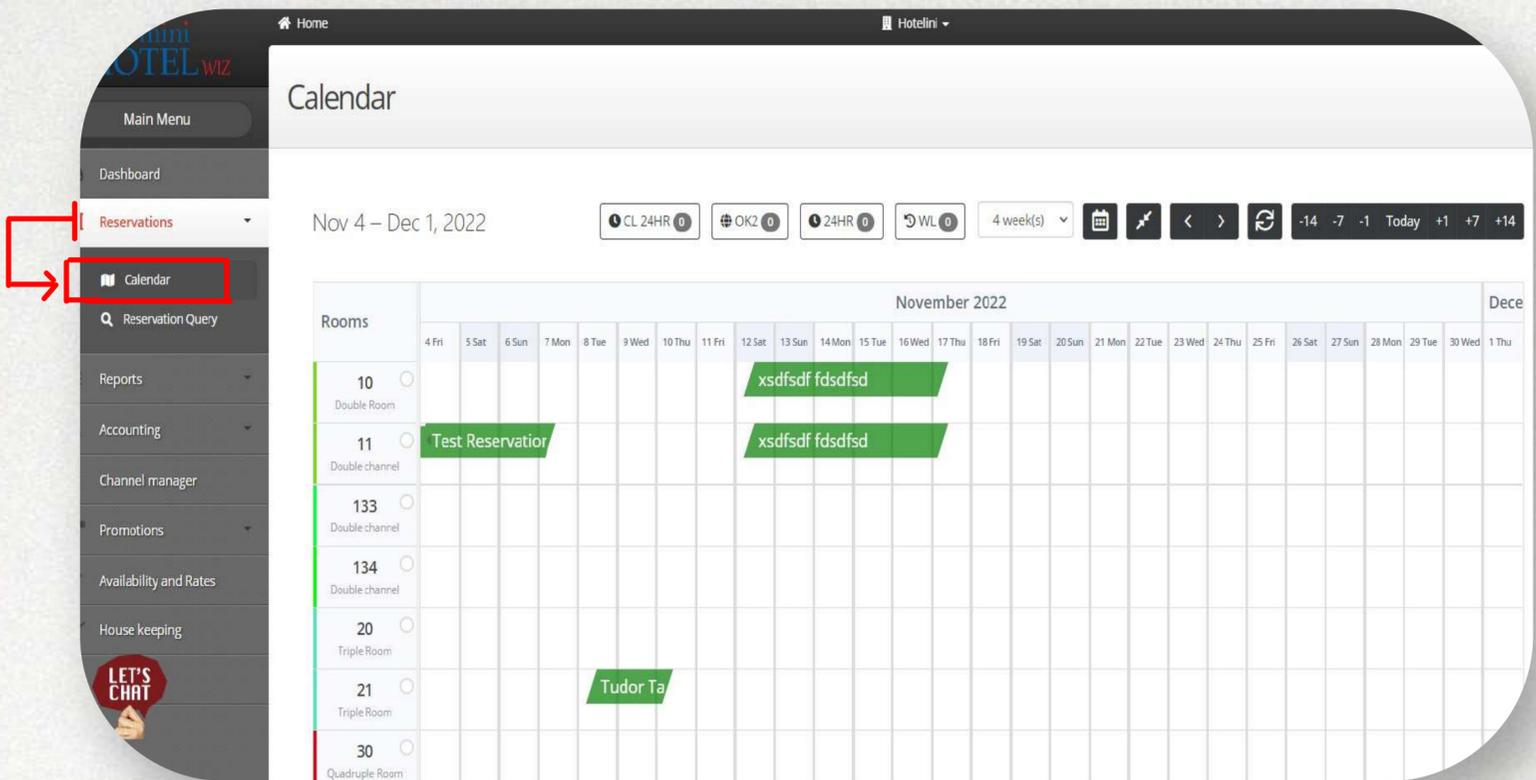




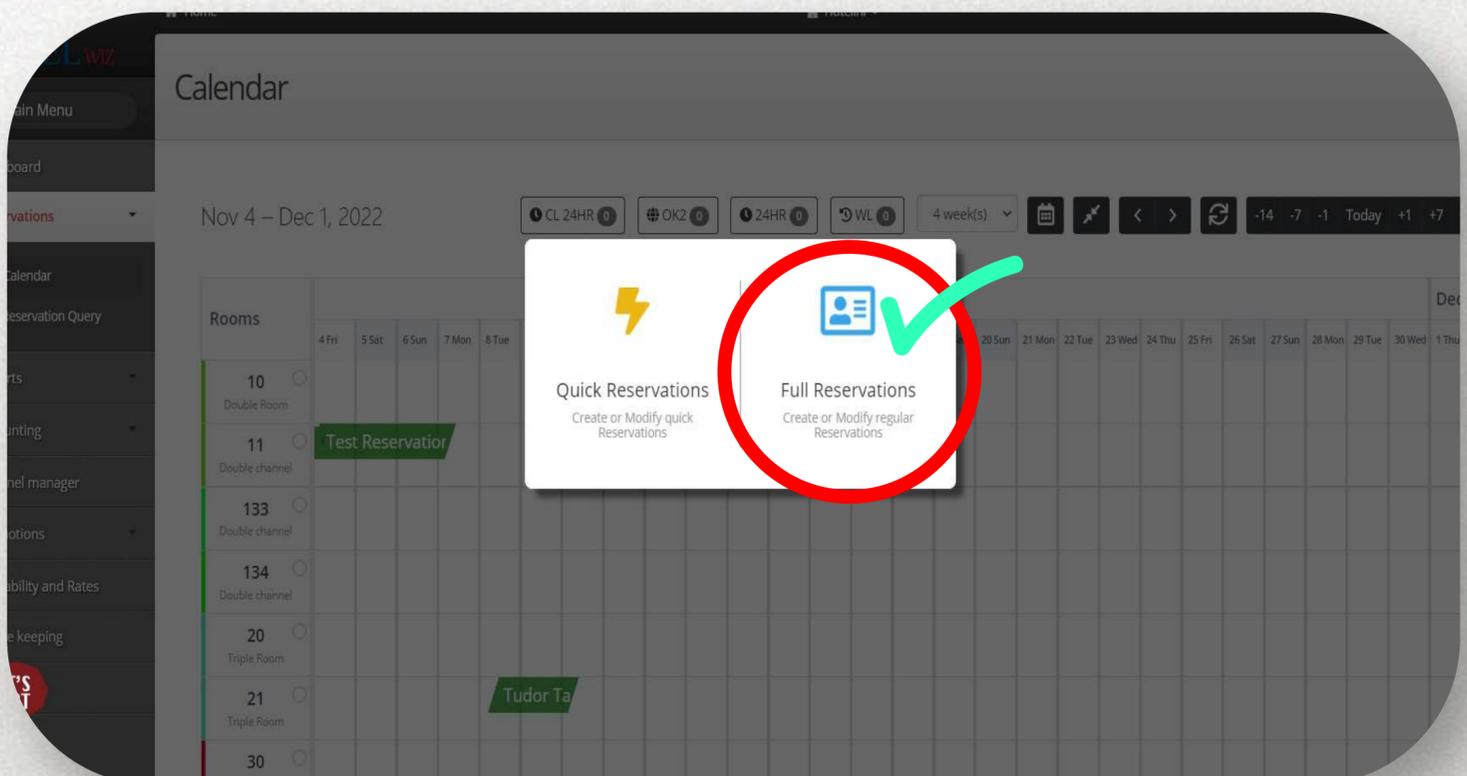
# MAKING RESERVATIONS

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.



- 3) Fill in the guest's information such as First and Last name, Email, Phone number, etc. Scroll down.

**New reservation** Create New reservation Back

**Details**

**Guest**

Regular Status: Confirmed

**Personal Details**

FIRST NAME: Adam LAST NAME: Smith

IDENTITY NUMBER: 12121212 LANGUAGE: English

**Contact**

TELEPHONE: 0220202332 EMAIL: mail@test.com

ADDRESS: 12 S. Lane CITY: Casablanca COUNTRY: Morocco

[More Details](#)

**Summary**

Guest: Adam Smith  
Check In: 09/11/2022  
Check Out: 10/11/2022  
Nights: 1  
Adults: 2  
Child: 0  
Babies: 0  
Youth: 0

**Rooms**

134 - Double channel

**Remarks**

Printed Remarks  
Non Printed Remarks

- 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.

**New reservation** Create New reservation Back

**Rooms** Create Group

134 - Double channel Select Room

CHECK IN: 09/11/2022 CHECK OUT: 19/11/2022

FIRST NAME: Adam LAST NAME: Smith

Manual price: EUR Meals: None

ADULTS: 2 CHILD: 0 BABIES: 0 YOUTH: 0

Email: Telephone: Birth Date: Identity Number: 123456789

+ Add a room

**CREDIT CARD**

**Payment Details**

Price List: EUR

**Manual price**

Original Price  
 1 Night-Manual Price  
 Manual Total  
EUR 200

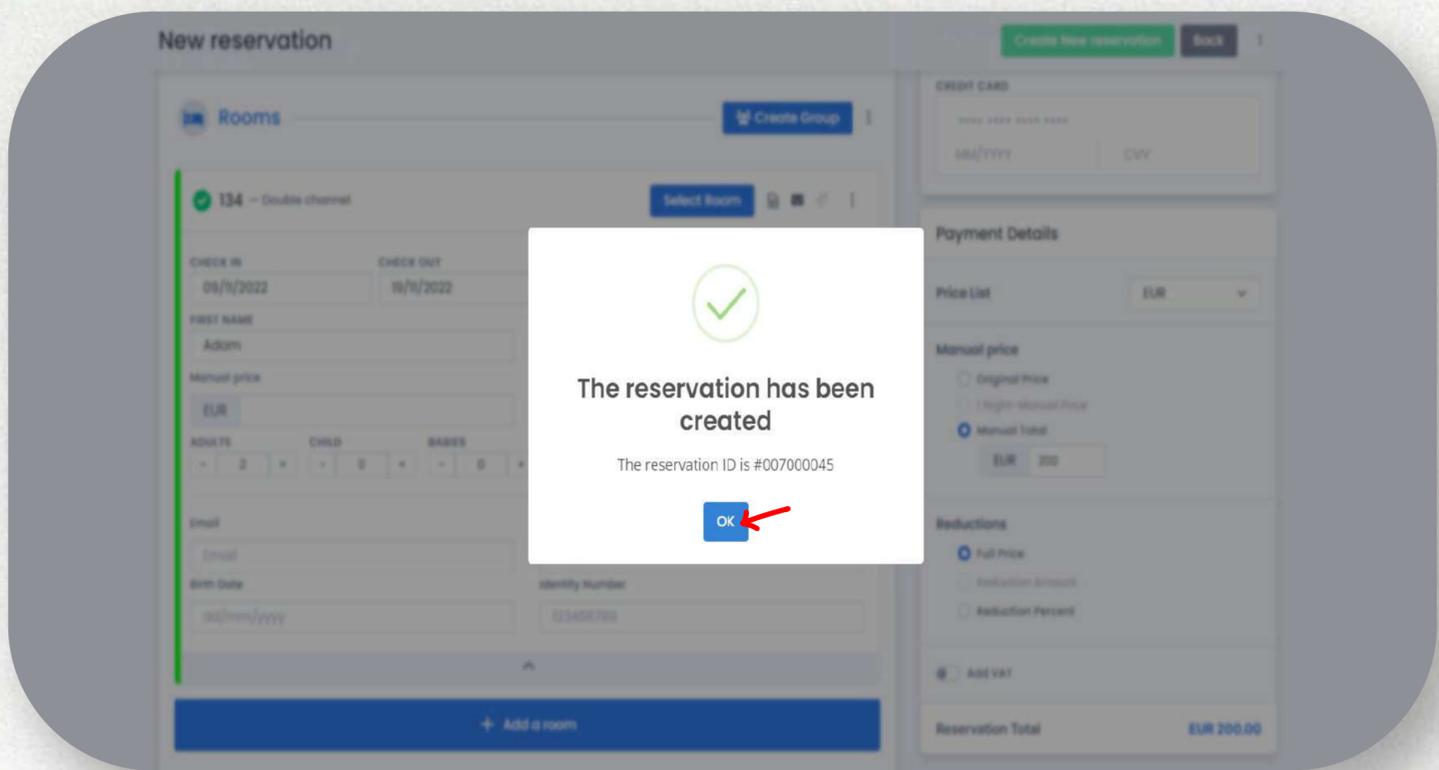
**Reductions**

Full Price  
 Reduction Amount  
 Reduction Percent

Add VAT

Reservation Total: EUR 200.00

5) Your reservation is now created.



6) And you can see it in your Calendar.

