

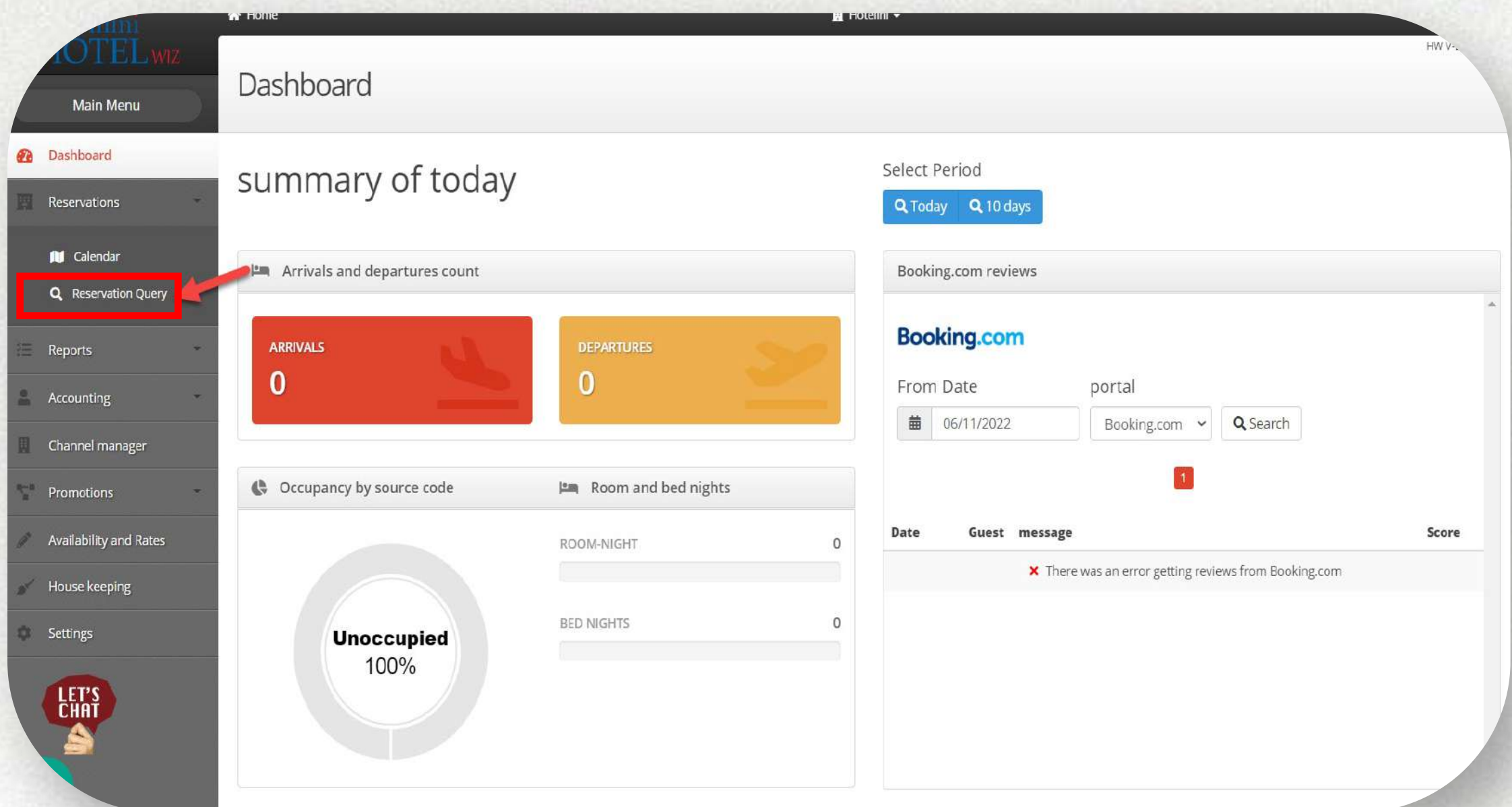
Mini
Hotel

RESERVATION
QUERY

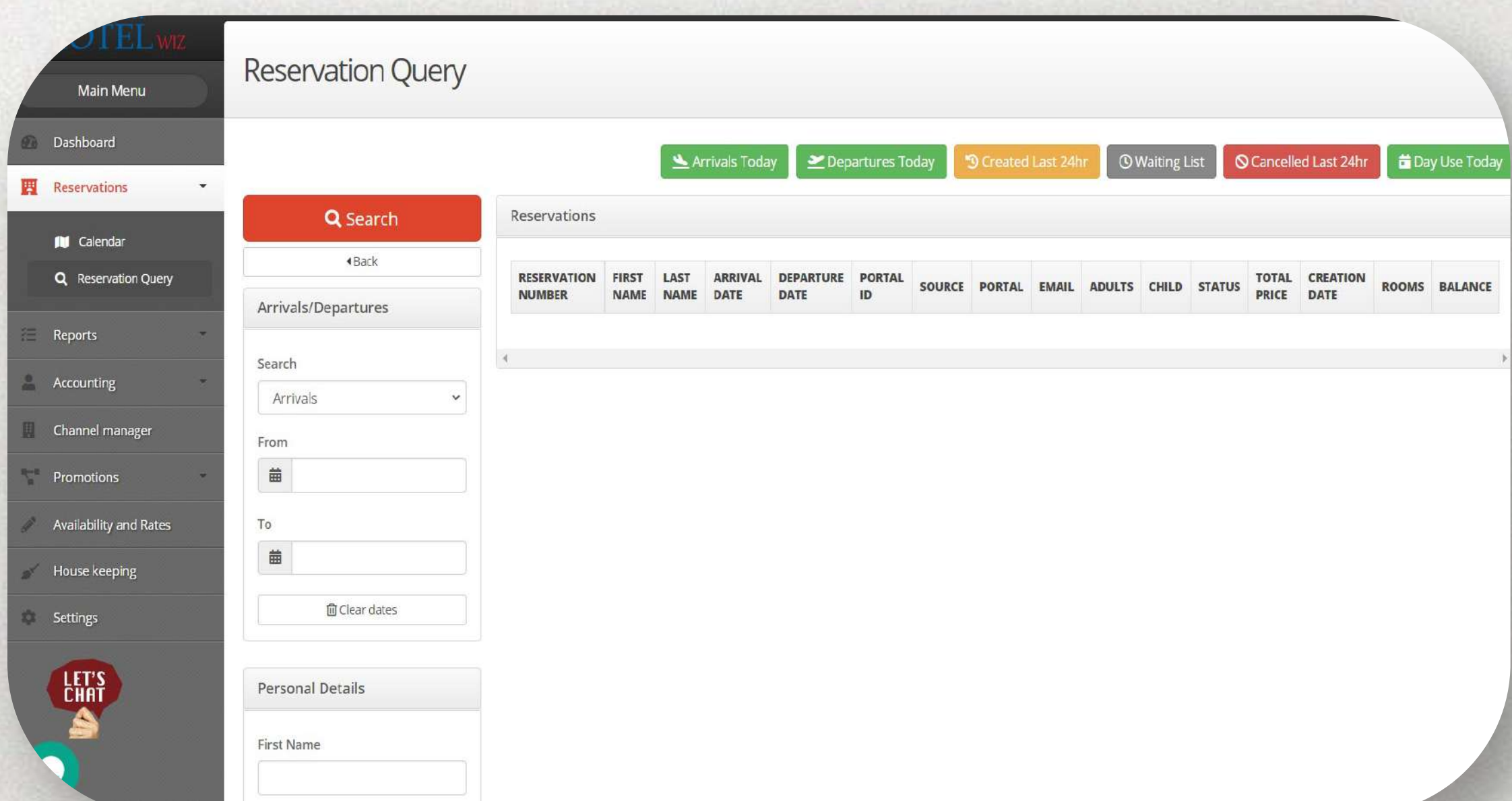


You can easily search your reservations by using the Reservation Query function with multiple filters.

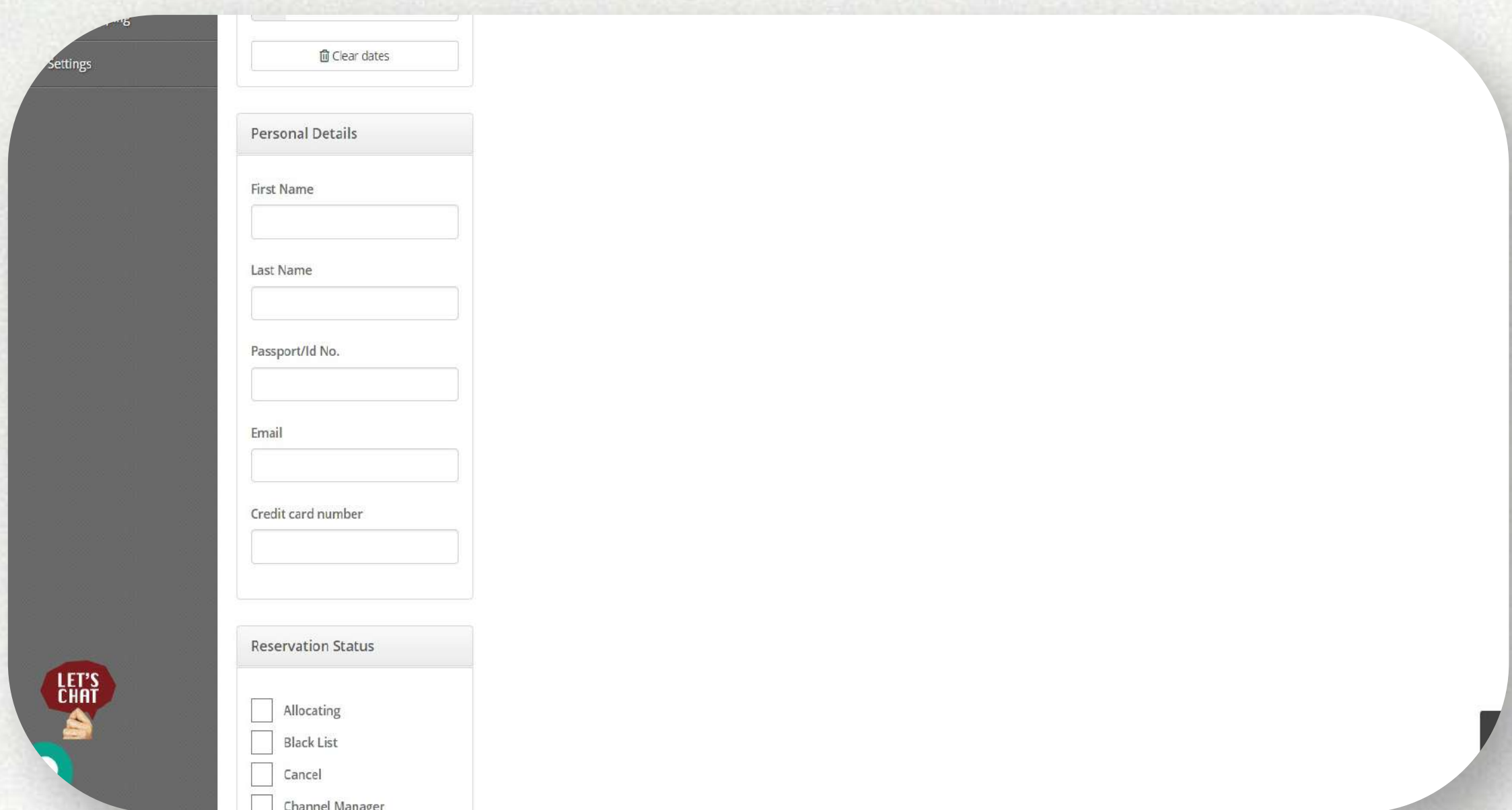
1) Open **Reservation query**.



2) You will see a screen where you can use multiple search filters. There are **pre-made filters** for quick use on top which can be used to generate a list of arrivals, departures, reservations created in the last 24 hours, recent cancellations etc. for the present day. **You may of course set your own criteria on the left side of the screen by choosing it from the dropdown menu and select date range.**

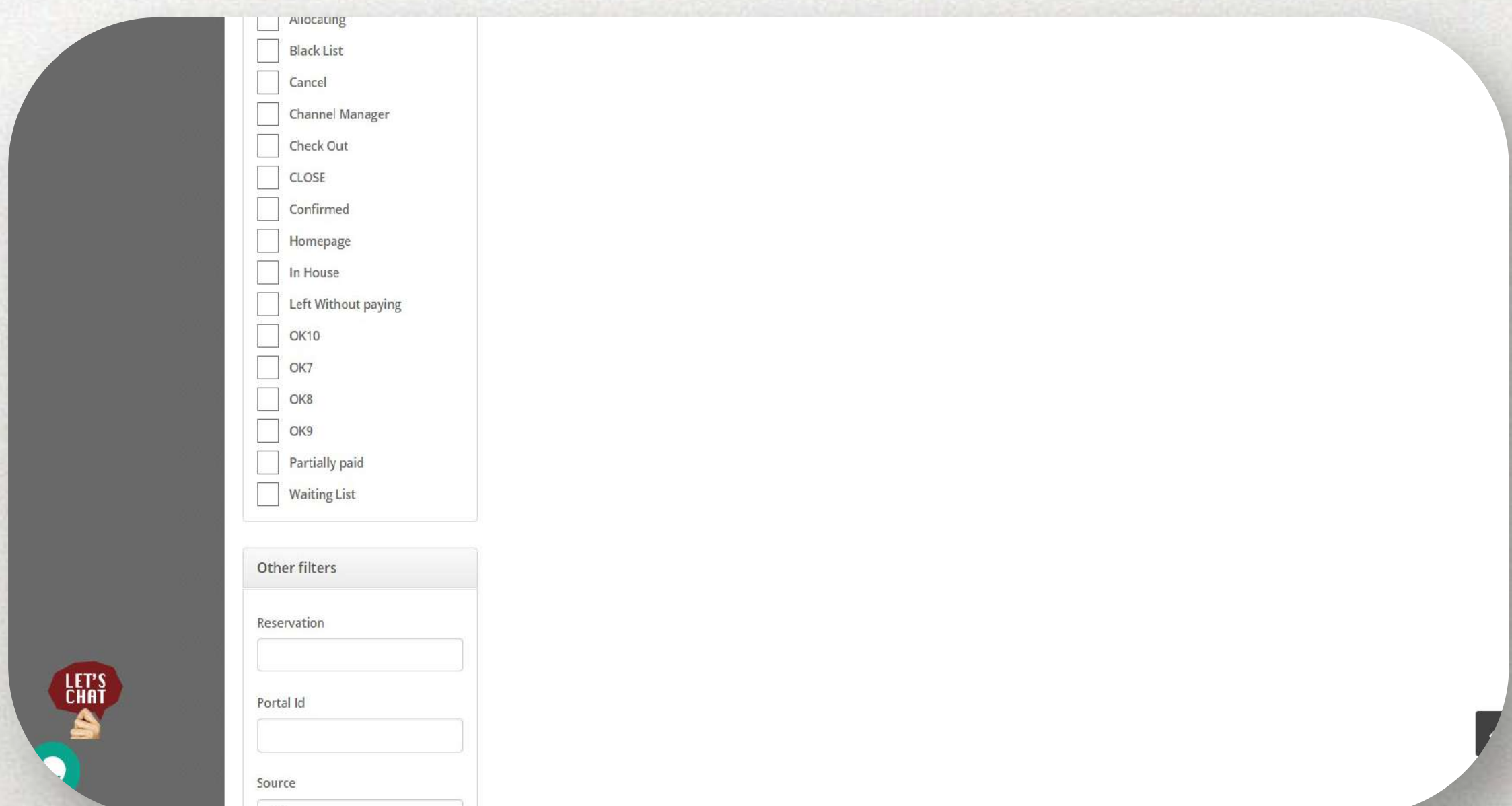


- 3) As you scroll down you can see other criteria such as **First name, Last name, Passport number, Email, and Credit card.**



The screenshot shows a mobile application interface for a reservation query. On the left, there is a dark sidebar with a 'Settings' label at the top and a 'LET'S CHAT' button at the bottom. The main content area is white and contains a 'Clear dates' button at the top. Below it, there is a 'Personal Details' section with five input fields: 'First Name', 'Last Name', 'Passport/Id No.', 'Email', and 'Credit card number'. At the bottom of this section is a 'Reservation Status' section with four checkboxes: 'Allocating', 'Black List', 'Cancel', and 'Channel Manager'. A 'LET'S CHAT' button is also visible in the bottom left corner of the main content area.

- 4) More options will be shown as you continue scrolling by **reservation status and reservation number.**



The screenshot shows a mobile application interface for a reservation query. On the left, there is a dark sidebar with a 'LET'S CHAT' button at the bottom. The main content area is white and contains a list of reservation status options with checkboxes: 'Allocating', 'Black List', 'Cancel', 'Channel Manager', 'Check Out', 'CLOSE', 'Confirmed', 'Homepage', 'In House', 'Left Without paying', 'OK10', 'OK7', 'OK8', 'OK9', 'Partially paid', and 'Waiting List'. Below this list is an 'Other filters' section with three input fields: 'Reservation', 'Portal Id', and 'Source'. A 'LET'S CHAT' button is also visible in the bottom left corner of the main content area.

5) Example of search by name.

The screenshot shows the 'Reservation Query' interface. On the left is a sidebar menu with options like 'Main Menu', 'Dashboard', 'Reservations', 'Calendar', 'Reports', 'Accounting', 'Channel manager', 'Promotions', 'Availability and Rates', 'House keeping', and 'Settings'. The main area has a 'Search' button and a 'Reservations' table. The 'Arrivals/Departures' section is active, showing search criteria: 'Arrivals', 'From: 27-07-2022', and 'To: 12-01-2023'. The 'Personal Details' section has 'First Name' set to 'tom', with a red arrow pointing to the input field. The search results table shows one reservation:

RESERVATION NUMBER	FIRST NAME	LAST NAME	ARRIVAL DATE	DEPARTURE DATE	PORTAL ID	SOURCE	PORTAL	EMAIL	ADULTS	CHILD	STATUS	TOTAL PRICE	CREATION DATE
007000049	TOM	TOM	07/11/2022	10/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 210.00	10/11/2022

6) Example of search by email.

The screenshot shows the 'Reservation Query' interface. The 'Personal Details' section has 'Email' set to 'mail@test.com', with a red arrow pointing to the input field. The search results table shows one reservation:

RESERVATION NUMBER	FIRST NAME	LAST NAME	ARRIVAL DATE	DEPARTURE DATE	PORTAL ID	SOURCE	PORTAL	EMAIL	ADULTS	CHILD	STATUS	TOTAL PRICE	CREATION DATE	ROOMS	BALANCE
007000045	Adam	Smith	09/11/2022	19/11/2022	0			mail@test.com	2	0	OK	EUR 200.00	04/11/2022	134	EUR 200.00

7) Example of a search without any criteria, only departures in the selected date range.

Reservation Query

Arrivals Today Departures Today Created Last 24hr Waiting List Cancelled Last 24hr Day Use Today

Search

Arrivals/Departures

Search

Departures

From

27-07-2022

To

12-01-2023

Clear dates

Personal Details

First Name

Last Name

Passport/Id No.

RESERVATION NUMBER	FIRST NAME	LAST NAME	ARRIVAL DATE	DEPARTURE DATE	PORTAL ID	SOURCE	PORTAL	EMAIL	ADULTS	CHILD	STATUS	TOTAL PRICE	CREATION DATE	ROOMS	BALANCE
007000055	quad	test	09/12/2022	10/12/2022	0				2	0	OK	EUR 70.00	06/12/2022	30	EUR 70.00
007000054	master	room	07/12/2022	17/12/2022	0				2	0	OK	EUR 0.00	06/12/2022	134	EUR -100.00
007000053	rfgdfgd	gdfgdfg	09/12/2022	10/12/2022	0			email@gmm.com	2	0	OK	EUR 0.00	30/11/2022	133	EUR 0.00
007000052	tes:	registration c	28/11/2022	30/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 140.00	28/11/2022	30	EUR 140.00
007000051	Test	Group	29/11/2022	04/12/2022	0				2	0	OK	EUR 840.00	22/11/2022	10,11,*	EUR 840.00
007000050	MOM	MOM	07/11/2022	10/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 210.00	10/11/2022	30	EUR 210.00
007000049	TOM	TOM	07/11/2022	10/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 210.00	10/11/2022	556	EUR 210.00
007000048	Tirika	Tax Test	23/11/2022	24/11/2022	0				2	0	OK	EUR 70.00	08/11/2022	10	EUR 70.00
007000047	bchfghthfg	hghfghgh	25/11/2022	28/11/2022	0				2	0	OK	EUR 70.00	08/11/2022	10	EUR 70.00
007000046	fdfsdf	sdfsdf	22/11/2022	23/11/2022	0				2	0	OK	EUR 0.00	08/11/2022	11	EUR 0.00
007000045	Adam	Smith	09/11/2022	19/11/2022	0			mail@test.com	2	0	OK	EUR 200.00	04/11/2022	134	EUR 200.00
007000044	xsdfscf	fdsfscf	12/11/2022	17/11/2022	0				1	0	OK	MAD 3240.00	31/10/2022	10,11,*	MAD 3240.00
007000043	Test	Reservation	31/10/2022	07/11/2022	0				2	0	OK	EUR 735.00	25/10/2022	11	EUR 735.00

8) You can also print out the list you generated from the query, send it as an email, or save it as an excel file.

Reservation Query

Arrivals Today Departures Today Created Last 24hr Waiting List Cancelled Last 24hr Day Use Today

Search

Arrivals/Departures

Search

Departures

From

27-07-2022

To

12-01-2023

Clear dates

Personal Details

First Name

Last Name

Passport/Id No.

Print Send Email Export as Excel

RESERVATION NUMBER	FIRST NAME	LAST NAME	ARRIVAL DATE	DEPARTURE DATE	PORTAL ID	SOURCE	PORTAL	EMAIL	ADULTS	CHILD	STATUS	TOTAL PRICE	CREATION DATE	ROOMS	BALANCE
007000055	quad	test	09/12/2022	10/12/2022	0				2	0	OK	EUR 70.00	06/12/2022	30	EUR 70.00
007000054	master	room	07/12/2022	17/12/2022	0				2	0	OK	EUR 0.00	06/12/2022	134	EUR -100.00
007000053	rfgdfgd	gdfgdfg	09/12/2022	10/12/2022	0			email@gmm.com	2	0	OK	EUR 0.00	30/11/2022	133	EUR 0.00
007000052	tes:	registration c	28/11/2022	30/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 140.00	28/11/2022	30	EUR 140.00
007000051	Test	Group	29/11/2022	04/12/2022	0				2	0	OK	EUR 840.00	22/11/2022	10,11,*	EUR 840.00
007000050	MOM	MOM	07/11/2022	10/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 210.00	10/11/2022	30	EUR 210.00
007000049	TOM	TOM	07/11/2022	10/11/2022	0			vekoslav@minihotelpms.com	2	0	OK	EUR 210.00	10/11/2022	556	EUR 210.00
007000048	Tirika	Tax Test	23/11/2022	24/11/2022	0				2	0	OK	EUR 70.00	08/11/2022	10	EUR 70.00
007000047	bchfghthfg	hghfghgh	25/11/2022	28/11/2022	0				2	0	OK	EUR 70.00	08/11/2022	10	EUR 70.00
007000046	fdfsdf	sdfsdf	22/11/2022	23/11/2022	0				2	0	OK	EUR 0.00	08/11/2022	11	EUR 0.00
007000045	Adam	Smith	09/11/2022	19/11/2022	0			mail@test.com	2	0	OK	EUR 200.00	04/11/2022	134	EUR 200.00
007000044	xsdfscf	fdsfscf	12/11/2022	17/11/2022	0				1	0	OK	MAD 3240.00	31/10/2022	10,11,*	MAD 3240.00
007000043	Test	Reservation	31/10/2022	07/11/2022	0				2	0	OK	EUR 735.00	25/10/2022	11	EUR 735.00