

# **RESERVATION**

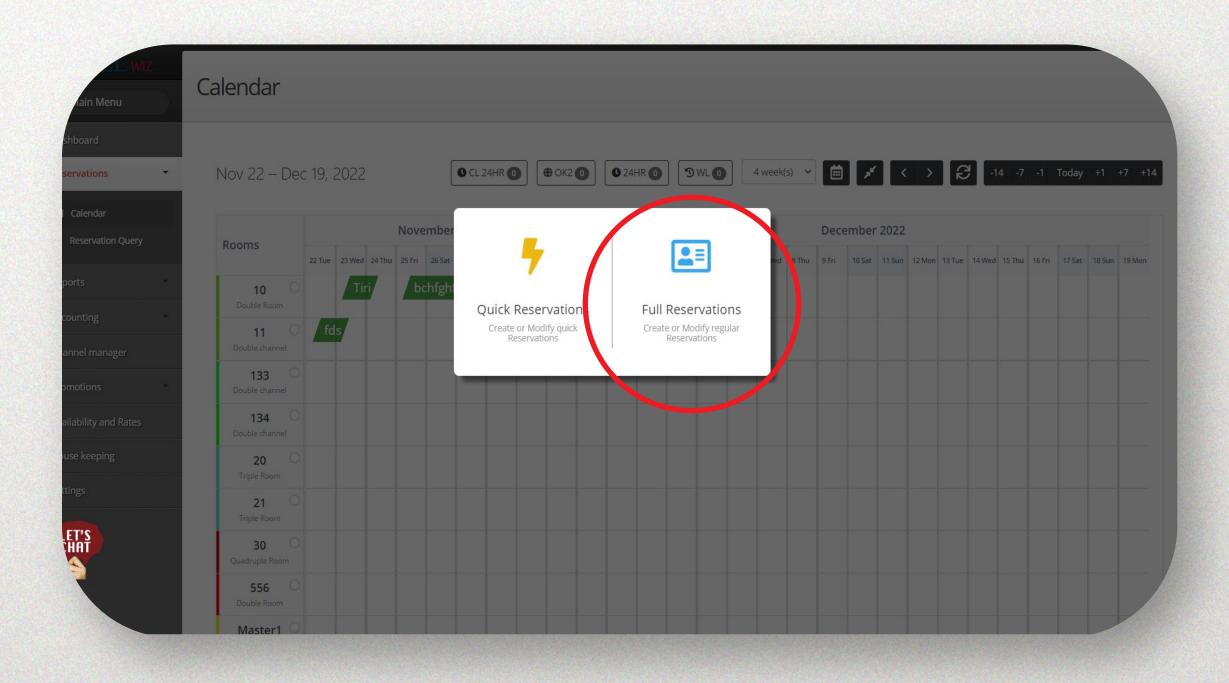
### A Mini Hotel

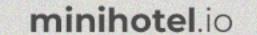


#### 1) Under Reservations open Calendar.

OTELwiz	😭 Home								H	Hotelini	•														
Main Menu	Calendar																								
Dashboard																									
Reservations	Nov 22 – Dec	: 19, 2	2022		CL 24HR		K2 🗿	<b>Q</b> 24HR	0	3 WL	0	4 we	eek(s)	•	iii   ,	"	<	>	C	-14	-7 -	1 Too	day +	1 +7	+14
Calendar	Rooms			Novemb	er 2022										Decen	nber 2	022								
Reports		22 Tue	23 Wed 24 Thu			lon 29 Tue	30 Wed 1 Th	u 2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	0 Sat 1	1 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mor
Accounting	10 O Double Room		Tiri	bcntg	ghfthfg hf																				
- Channel manager	11 Double channel	fd	s																						
Promotions	133 O Double channel																								
Availability and Rates	134 O Double channel																								
House keeping	<b>20</b> O Triple Room																								
Settings	21 O Triple Room																								
LET'S CHAT	<b>30</b> Quadruple Room																								
	556 O																								

### 2) Start creating a full reservation.



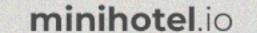


## 3) Fill out the guest information for the initially chosen room and click on **Create Group button.**

New reservation					Create New reservation	Back	
Personal Details					Adults	2	
					Child Babies	0	
FIRST NAME		LAST NAME			Youth	0	
Group		Res					
IDENTITY NUMBER		LANGUAGE			Rooms		
151416131218		English		~	<b>20</b> — Triple Room		
Contact					-		
TELEPHONE		EMAIL			Remarks		
1231231234		test@minihotel.io			🗊 Remarks 🕺 Ota rem	arks	
					Printed Remarks		
ADDRESS	CITY		DUNTRY				
123 Street	Guest city		Country	· ·			
More Details					Non Printed Remarks	le	
Meals	Source						
Room only X	None						
Select Meals	Select Source						
	(					h	
× Agent Voucher —				- ~	Payment		
Rooms			😤 Create Gr	aun	CREDIT CARD		
- Koonis							

4) From this screen you can simply click on the right side to add additional available rooms to this reservation. Clicking multiple times will select that many rooms.

121314151								
	DATES R	ANGE			GUESTS PER ROOM			
Contact		CHECK OUT	ADULTS	CHILD	BABIES	YOU		
TELEPHONE	29/11/2022	30/11/2022	- 1 +	- 0	+ - 0	+	0 +	
123123123								)ta remarks
	Selected Rooms			Available Roo	rch in Rooms			
ADDRESS	A Please add some roon	ns	e					
						Max Quantity	Concerning and	
				DOUBLE	Double Room	2	Add	
🔺 More 🛙				DOCH	Double channel	3	Add	le le
				TRIPLE	Triple Room	1	Add	
Meals				QUAD	Quadruple Room	1	Add	
Room onl					Cuito	1	•	
× Agent	Voucher					Create Group	Cancel	
P Room	5		* Cre	eate Group		IT CARD		
Rooms			Select Room		* •			
✓ 21 – Trip	le Room					м/үүүү		



## 5) Choose the default guests per room and the desired room and finalize by clicking on **Create Group** button.

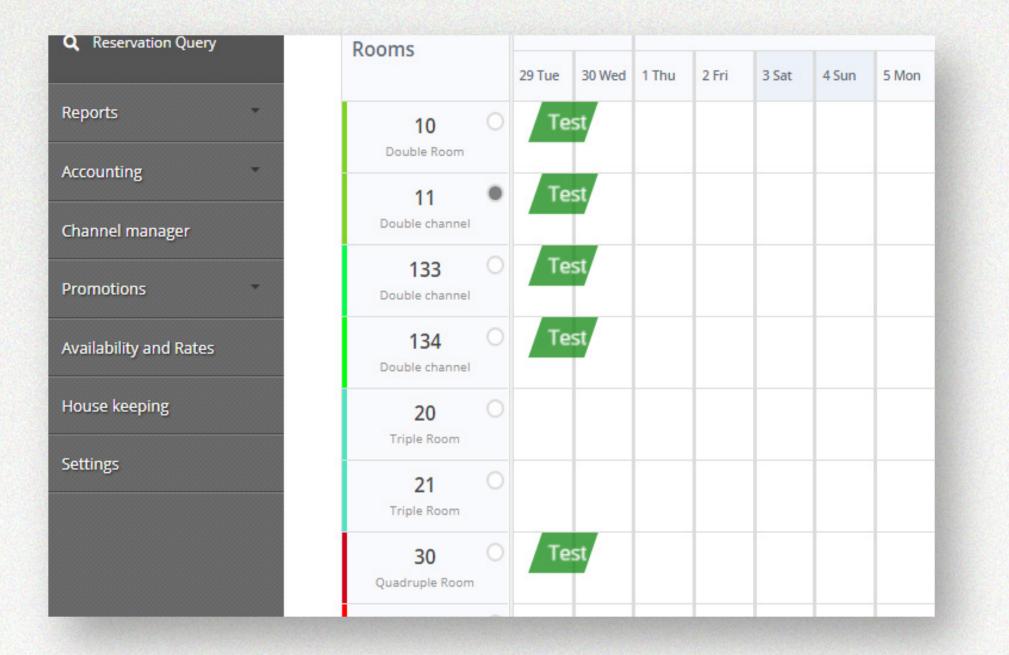
New re	eserv														Back I
		Groups For	rm											×	_
	1213141516														-
			DATES RANGE							GUESTS PER					
C	ontact	CHECK IN				ADUL			HILD - 0	+ B/	ABIES - 0	+ -	отн - О	4	
TE	LEPHONE	29/11/2022	3	0/11/2022				•	- 0	T	0		0	T	
	123123123	6 L							111 5						)ta remarks
		Selected Room Room Type		Quantity				A	vailable Roo Q Secu		200				
	DRESS	DOUBLE	Double Room				œ								
	123 Stree	DOUBLE		1	×				Room Typ			Max Quanti			
		DOCH	Double channel	3	×				DOUBLE	Double	Room	2	Add		
🔺 I	More D	QUAD	Quadruple Room	1	×				DOCH	Double	channel	3	Add		li
									TRIPLE	Triple R	oom	1	Add		
	Meals	Total room	S	5					QUAD	Quadru	ple Room	1	Add		
	Room only								CLIITE	Cuita		1	A	-	
	Select M														1.
											4	Create Gro	up Ca	ncel	
1.	Agent V	/oucher								$\vee$	Paym	hent			
											i Gyn				
lem F	Rooms						-	Crea	te Group	:	CREDIT	CARD			
9.	COOTTIS						_		to oroup	·					
0 2	21 – Triple	Room				Sel	ect Room	Q		:				CVV	
CHECH	CIN	C	CHECK OUT								Paym	nent Deta	ils		
29/	11/2022		30/11/2022												
														EL	

6) When you are back to your main reservation screen, you can scroll down and see every room you just added to this reservation. You can now add or edit information for each room as necessary. To complete the reservation, click on **Create New Reservation button.** 

ew reservation		Create Nev	v reservation 3ack #
Email	Telephone	MM7YYYY	CVV
Email	Telephone		
Birth Date	Identity Number	Payment Details	
dd/mm/yyyy	123456789	Price List	EUR ~
-	^	THE LIST	
		Manual price	
✓ 10 — Double Room	Select Room 👂 🖂		e
CHECK IN CHECK OUT		🔿 Manual Total	
29/11/2022 30/11/2022			
FIRST NAME	LAST NAME	Reductions	
Test	Group	O Full Price	
Manual price	Meals	Reduction Amount	
EUR	None	Reduction Percent	
ADULTS CHILD BABIES - 1 + - 0 + -	YOUTH 0 + - 0 +	Add VAT	
	~	Reservation Total	EUR 210.00
✓ 11 – Double channel	Select Room 👂 🖂	e :	
CHECK IN CHECK OUT			
29/11/2022 30/11/2022			
FIRST NAME	LAST NAME		

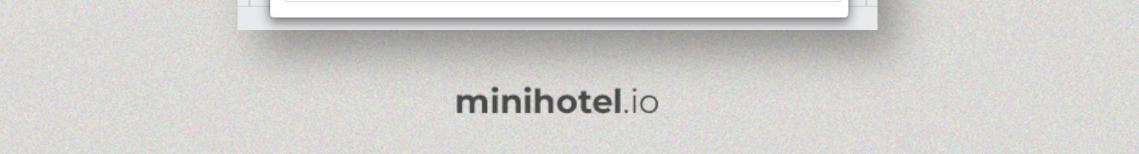
minihotel.io

### 7) Here you can see how your group reservation looks like on your Calendar.



8) If you want to handle how the guest account/payment is managed for your group reservation, go to the reservation screen and click the **guest account** button.

Reservati	ion #0070	00051					₿ ×
Details	Rooms	Remarks	Documents	More Details	Logs		
∎ Reser	vation de	tails					
Name					Numb	per of Rooms	
Test G	Group				5		
Status			Source		Total	Price	
Confir	med		N/A			00 EUR	
Credit C	ard				Validity Date	C	W
-	I/A				N/A		I/A
Arrival [	Date		D	eparture Date		Cr	eation date
29/11/	/2022		3	80/11/2022		22/	/11/2022
Adults		Child	i	Babies		Youth	
6		0		0		0	
Telepho	one			Email			
12131	41415			N/D			
	🔌 Modify	/		↑ Check In		Send Welco	ome Note
\$	Guest Acco	ount		↓ Check Out		🧨 Cancel res	servation
8	Registration	l Card		💵 eTurist			
				× Close			

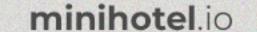


9) Under Folio you can scroll through the accounts of each room while the default 01-1 folio represents the "master account" for the whole group. In case you want to manage the account as a whole you can leave it as it is.

07000051		Test		Group	
Debit		Total Credit		Balance	
	840.00		0.00		840.00
1-1   Test Group	~	Folio Currency (EUR)	<b>*</b>	mm/dd/yyyy	ti ×
Transaction Details			🖩 Room Charge 👻 🌹	Point of Sale + Charge + Payr	ment 📑 Invoice 🔒 Print

# 10) If you want each room to have their own room charge, click the Room Charge button and select Create Room Charges for all Group Members.

	First Name			Last Name	
007000051	Test			Group	
otal Debit	Total Credit			Balance	
	840.00		0.00		840.00
olio 01-1   Test Group	<ul><li>Currency</li><li>Folio Currency (EUR)</li></ul>		~	From Date mm/dd/yyyy	i ×
					□ ×
01-1   Test Group					×
		Roon	~		
Transaction Details		+ Create	~	<ul> <li>mm/dd/yyyy</li> <li>pint of Sale + Charge + Payr</li> <li>oup Members</li> </ul>	



#### 11) Now you will see that balance is transferred to other rooms folios, and main folio balance is 0.

ervation Number	First Name			Last Name		
007000051	Test			Group		
al Debit	Total Credit			Balance		
	840.00		0.00			840.00
• Filters • 01-1   Test Group	Currency Folio Currency (EUR)		~	From Date mm/dd/yyyy		
0			~			
0 11-1   Test Group			~			
1		Room			+ Payment	□ ×
Transaction Details		+ Create F		mm/dd/yyyy Point of Sale + Charge Group Members	+ Payment Invoice Balance (EUR)	

## 13) And other room folios are assigned to their own Room Charge.

007000051	First Name		Last Name	
007000051	Test		Group	
al Debit 280.00	Total Credit	0.00	Balance	280.00
o 02-001   Test Group	Currency Folio Currency (EUR)	~	From Date mm/dd/yyyy	
Transaction Details		🖩 Room Charge 🍷 🍞 I	Point of Sale + Charge + Payment	🖿 Invoice 🛛 🖨 Print
Date Department Details	R	eceipt Invoice Debit (E	EUR) Payment (EUR) Balance	(EUR)
Date Department Details	<b>R</b> ( 11/2022 - 04/12/2022 (21)			(EUR) 280.00 More options

