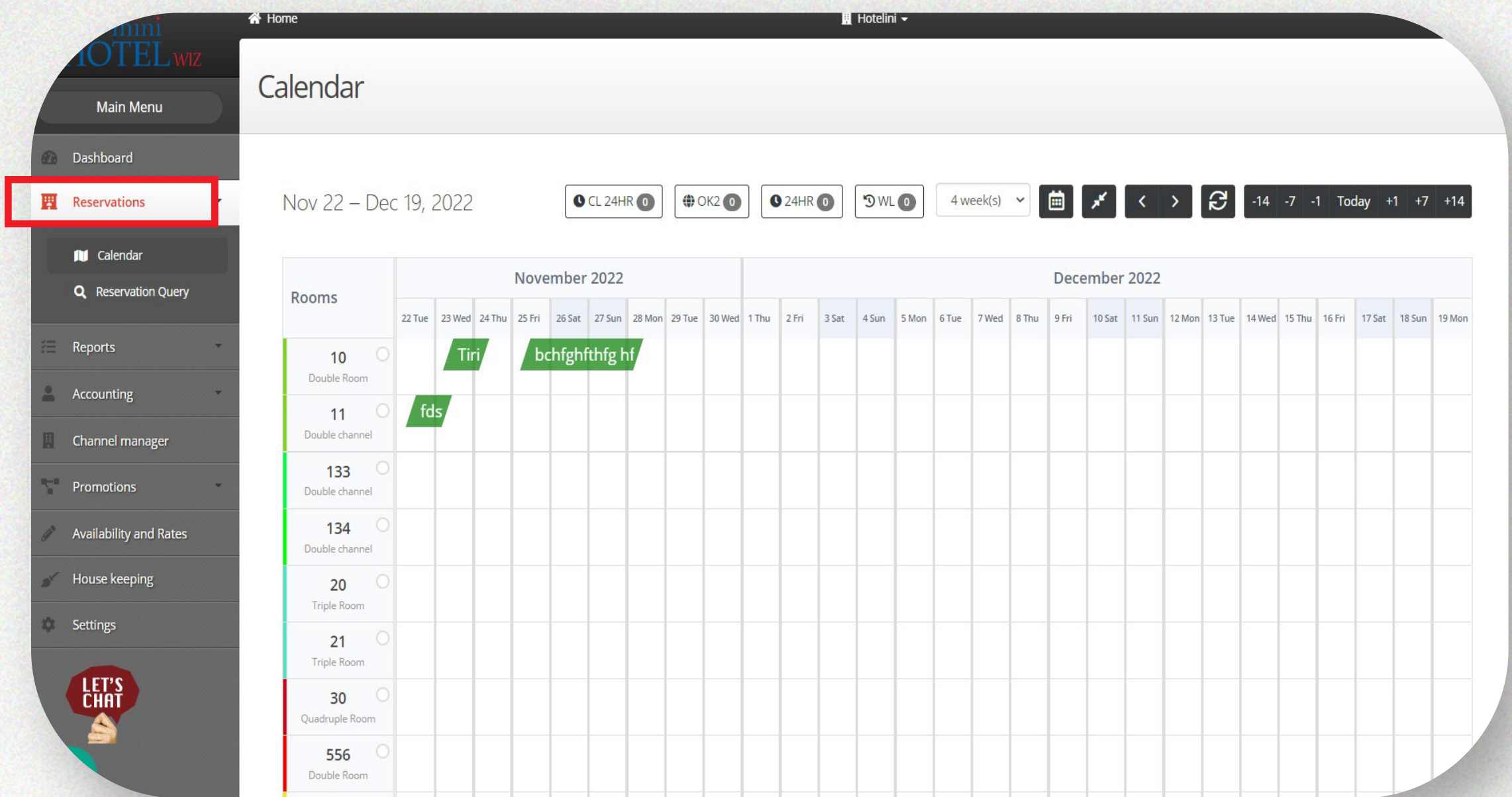




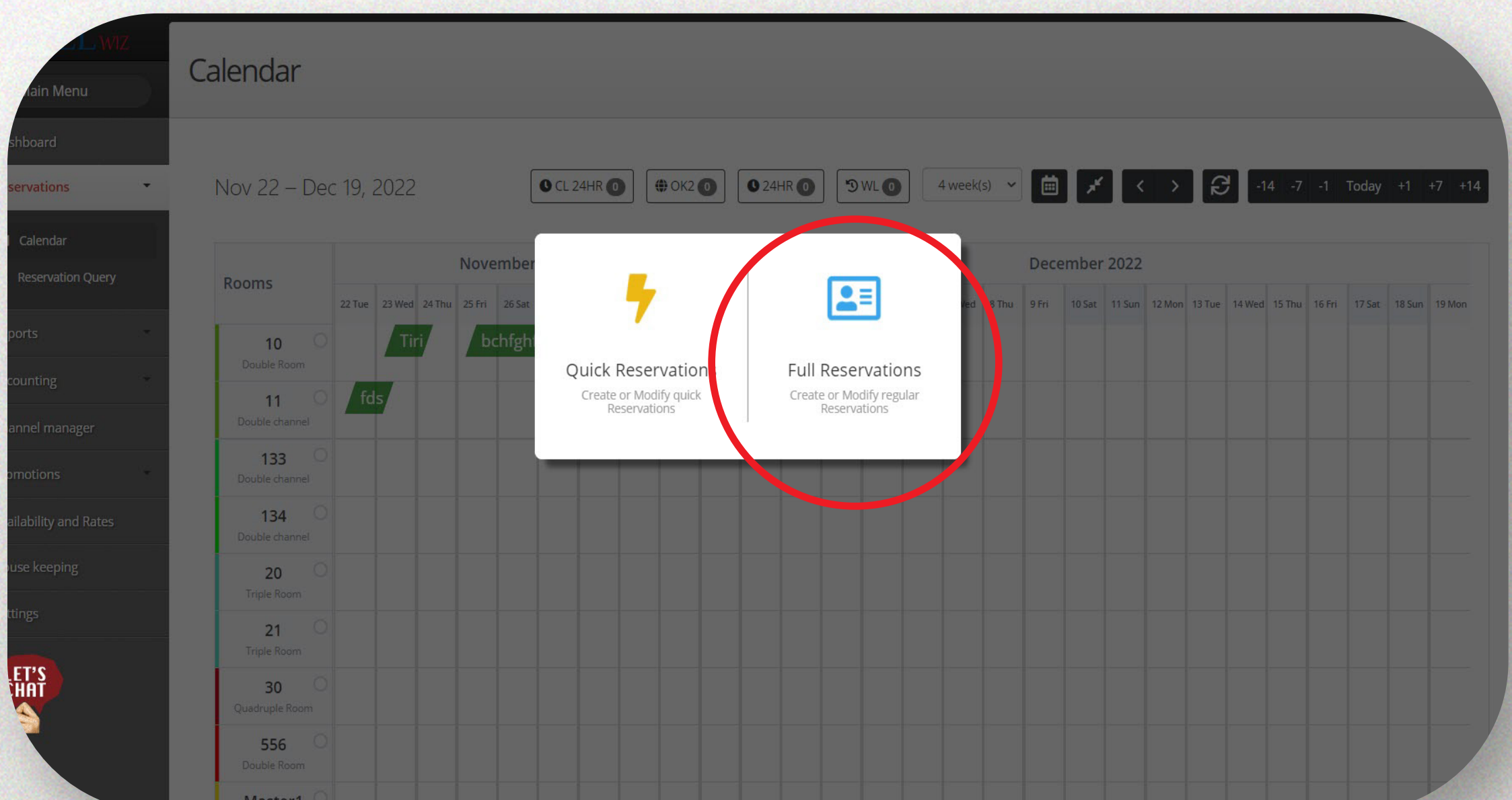
# GROUP RESERVATION

Mini  
Hotel

# 1) Under Reservations **open Calendar.**



# 2) Start creating a **full** reservation.

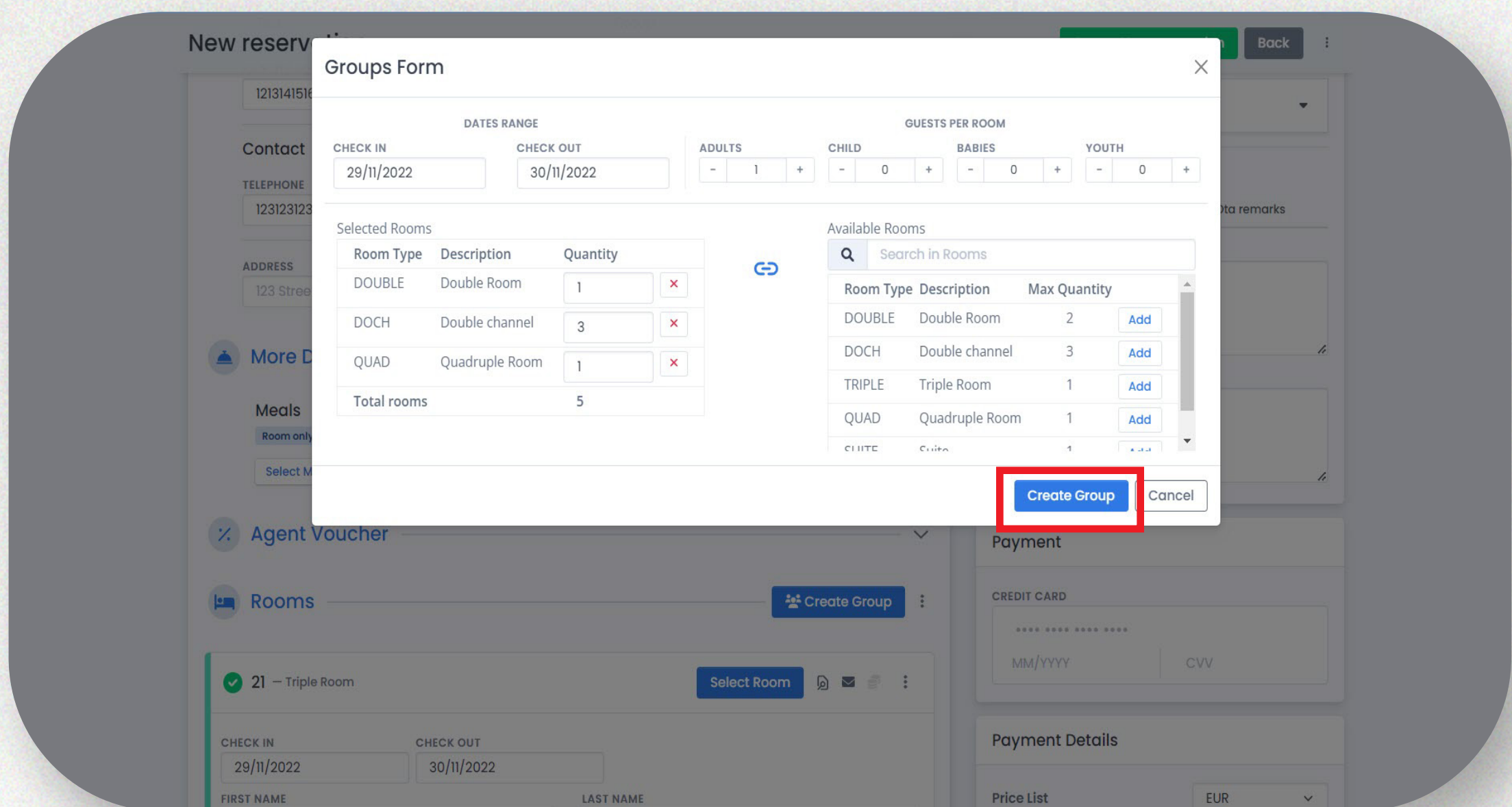


- 3) Fill out the guest information for the initially chosen room and click on **Create Group button**.

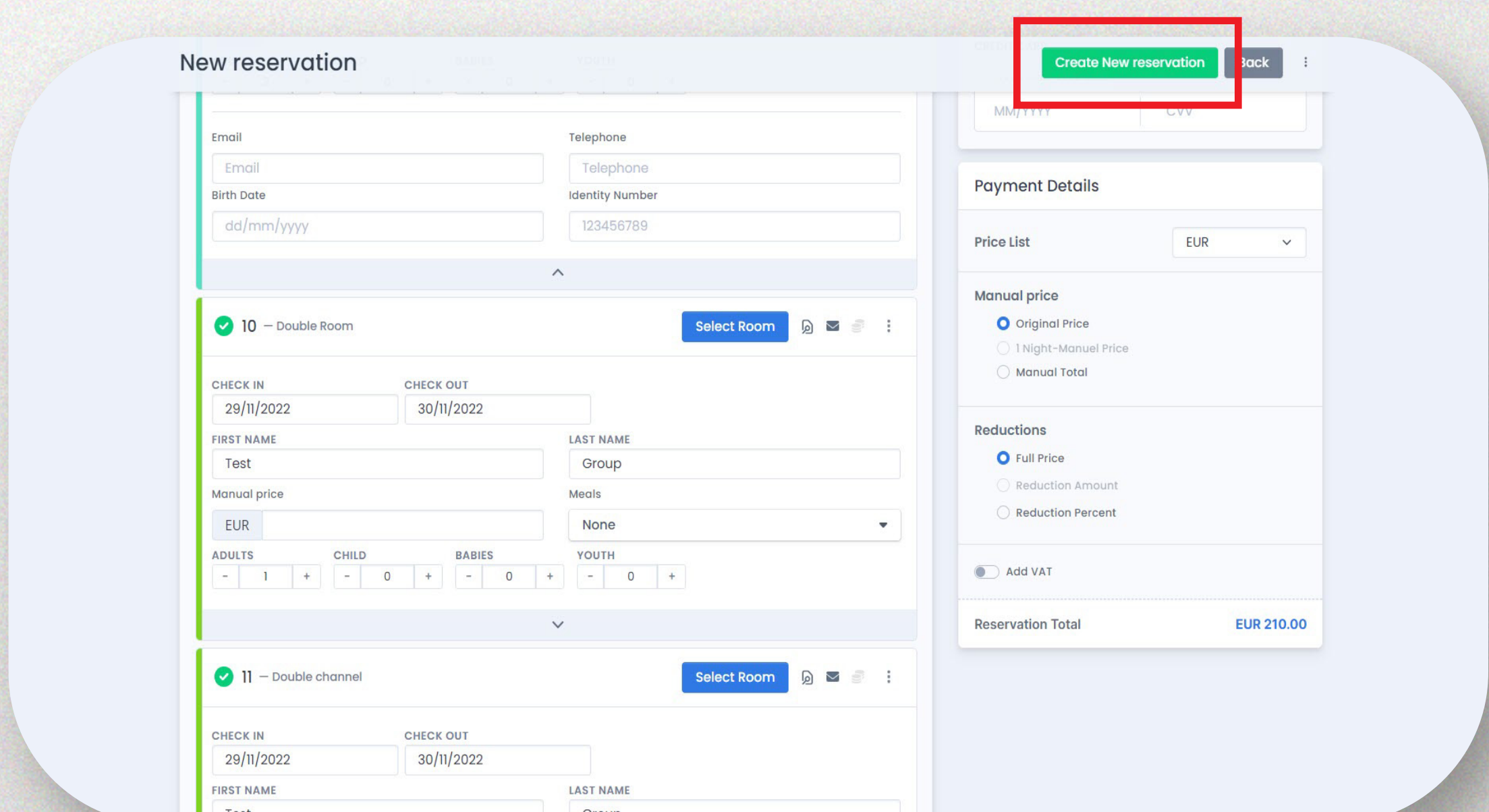
- 4) From this screen you can simply click on the right side to add additional available rooms to this reservation. Clicking multiple times will select that many rooms.

Room Type	Description	Max Quantity	Action
DOUBLE	Double Room	2	Add
DOCH	Double channel	3	Add
TRIPLE	Triple Room	1	Add
QUAD	Quadruple Room	1	Add
CRUITE	Cruite	1	...

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



- 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.



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

Reservation Query		Rooms	29 Tue	30 Wed	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon
10	Double Room	<input type="radio"/>	Test						
11	Double channel	<input checked="" type="radio"/>	Test						
133	Double channel	<input type="radio"/>	Test						
134	Double channel	<input type="radio"/>	Test						
20	Triple Room	<input type="radio"/>							
21	Triple Room	<input type="radio"/>							
30	Quadruple Room	<input type="radio"/>	Test						

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.

Reservation #007000051

Details Rooms Remarks Documents More Details Logs

Reservation details

Name	Test Group	Number of Rooms	5
Status	Confirmed	Source	N/A
		Total Price	140.00 EUR
Credit Card	N/A	Validity Date	N/A
		CW	N/A
Arrival Date	29/11/2022	Departure Date	30/11/2022
		Creation date	22/11/2022
Adults	6	Child	0
		Babies	0
		Youth	0
Telephone	1213141415	Email	N/D

- 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.

The screenshot shows the 'Reservation' interface. The 'Filters' section has a dropdown menu for 'Folio' set to '01-1 | Test Group', which is highlighted with a red arrow. Other filters include 'Currency' set to 'Folio Currency (EUR)' and 'From Date' set to 'mm/dd/yyyy'.

The 'Transaction Details' section shows a table with one transaction:

Date	Department	Details	Receipt	Invoice	Debit (EUR)	Payment (EUR)	Balance (EUR)
29/11/2022	RMS	Room Charge 29/11/22 - 04/12/22			840		+840.00

- 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** for all Group Members.

The screenshot shows the 'Reservation' interface. The 'Transaction Details' section has a 'Room Charge' button highlighted with a red box. A dropdown menu is open below it, showing two options: '+ Create Room Charges for all Group Members' (highlighted with a red box) and 'X Cancel Room Charges for all Group Members'.

The table below the dropdown shows the same transaction as in the previous screenshot:

Date	Department	Details	Receipt	Invoice	Debit (EUR)	Payment (EUR)	Balance (EUR)
29/11/2022	RMS	Room Charge 29/11/22 - 04/12/22			840		+840.00

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

**Reservation**

Reservation Number: 007000051 | First Name: Test | Last Name: Group

Total Debit: 840.00 | Total Credit: 0.00 | Balance: 840.00

**Filters**

Folio: 01-1 | Test Group | Currency: Folio Currency (EUR) | From Date: mm/dd/yyyy

**Transaction Details**

Room Charge | Point of Sale | + Charge | + Payment | Invoice | Print

Date	Department	Details	Receipt	Amount (EUR)	Balance (EUR)
29/11/2022	RMS	Room Charge 29/11/22 - 04/12/22		840	+840.00

+ Create Room Charges for all Group Members  
 X Cancel Room Charges for all Group Members

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

**Reservation**

Reservation Number: 007000051 | First Name: Test | Last Name: Group

Total Debit: 280.00 | Total Credit: 0.00 | Balance: 280.00

**Filters**

Folio: 02-001 | Test Group | Currency: Folio Currency (EUR) | From Date: mm/dd/yyyy

**Transaction Details**

Room Charge | Point of Sale | + Charge | + Payment | Invoice | Print

Date	Department	Details	Receipt	Invoice	Debit (EUR)	Payment (EUR)	Balance (EUR)
22/11/2022	RMS	Room Charge 29/11/2022 - 04/12/2022 (21)			280		+280.00