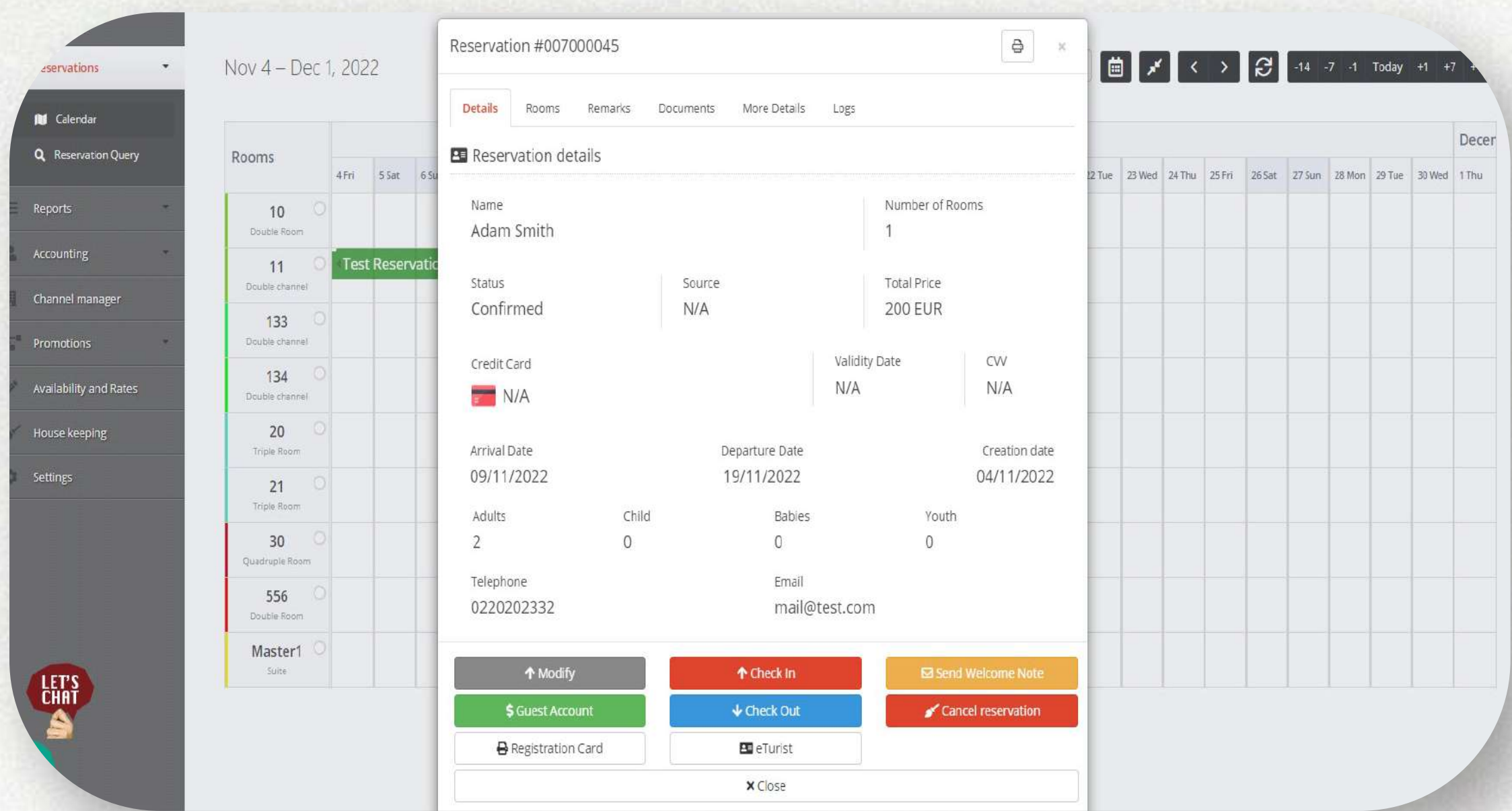INSIDE
RESERVATION
SCREEN
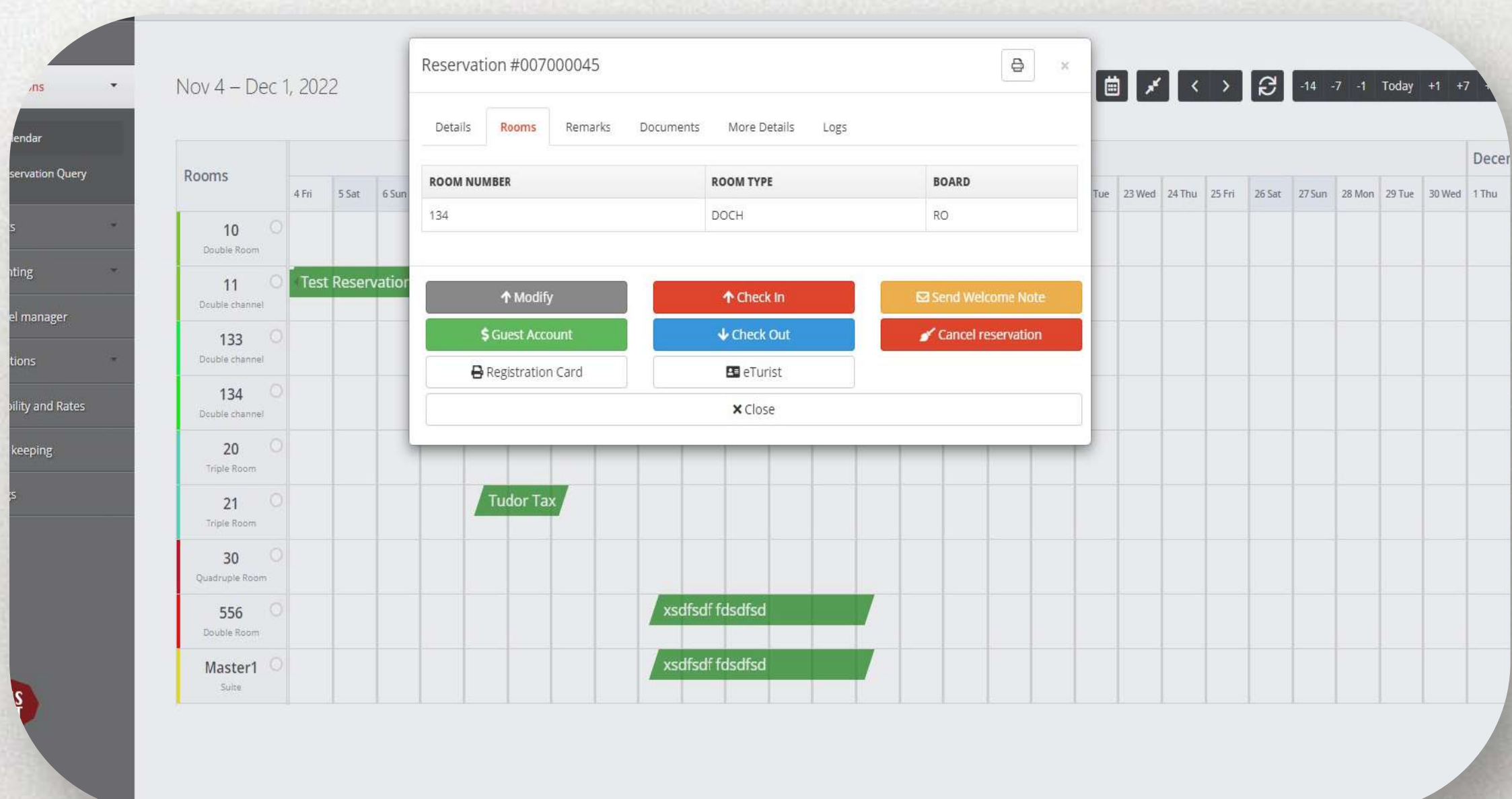
Mini
Hotel

Here is an overview of the information and tabs visible upon clicking on an existing reservation :
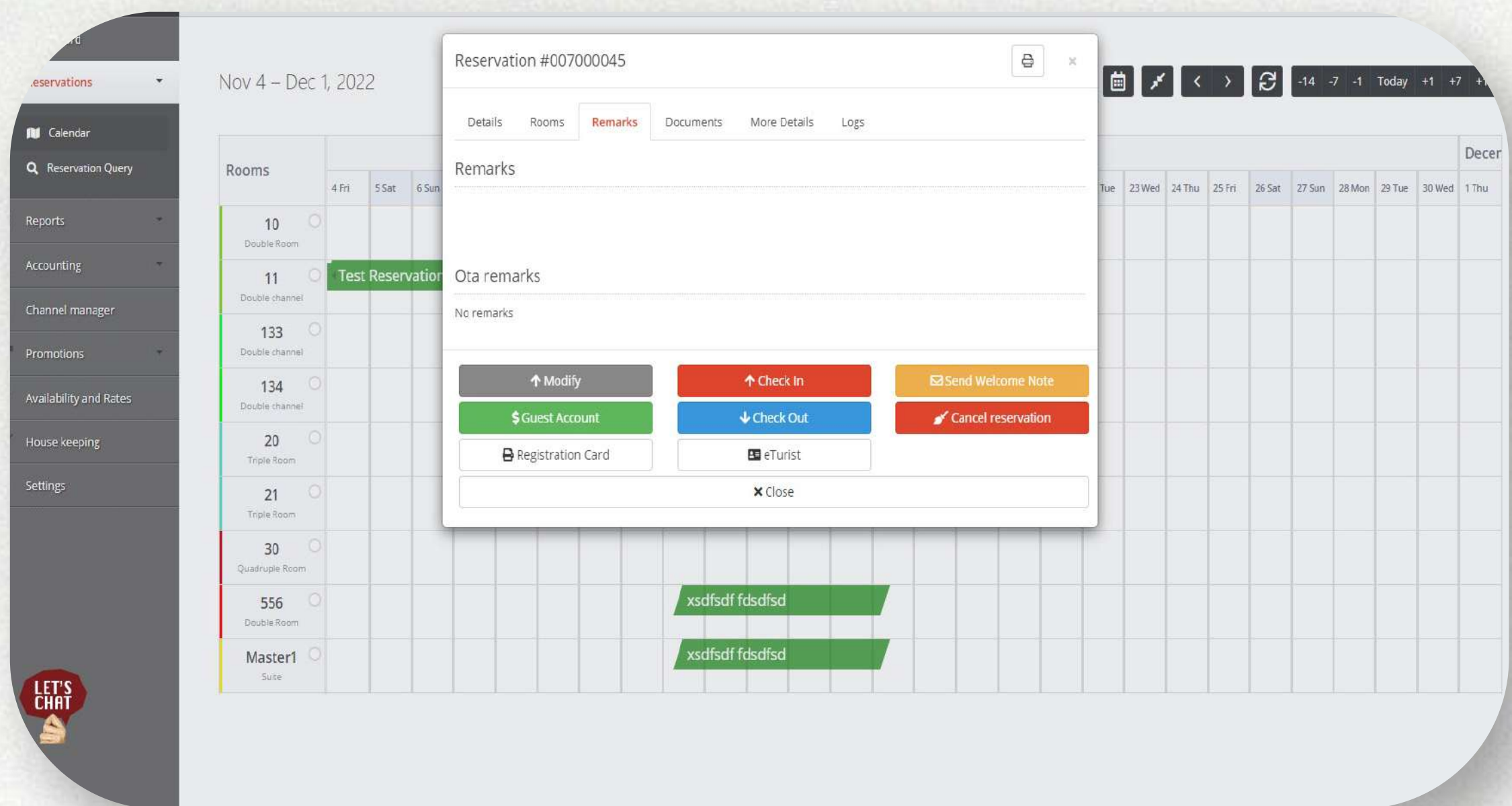
1) Under the **"Details"** tab you can see basic information about your reservation : status of reservation, reservation source,Guest Name, check in and out dates, price and other details.
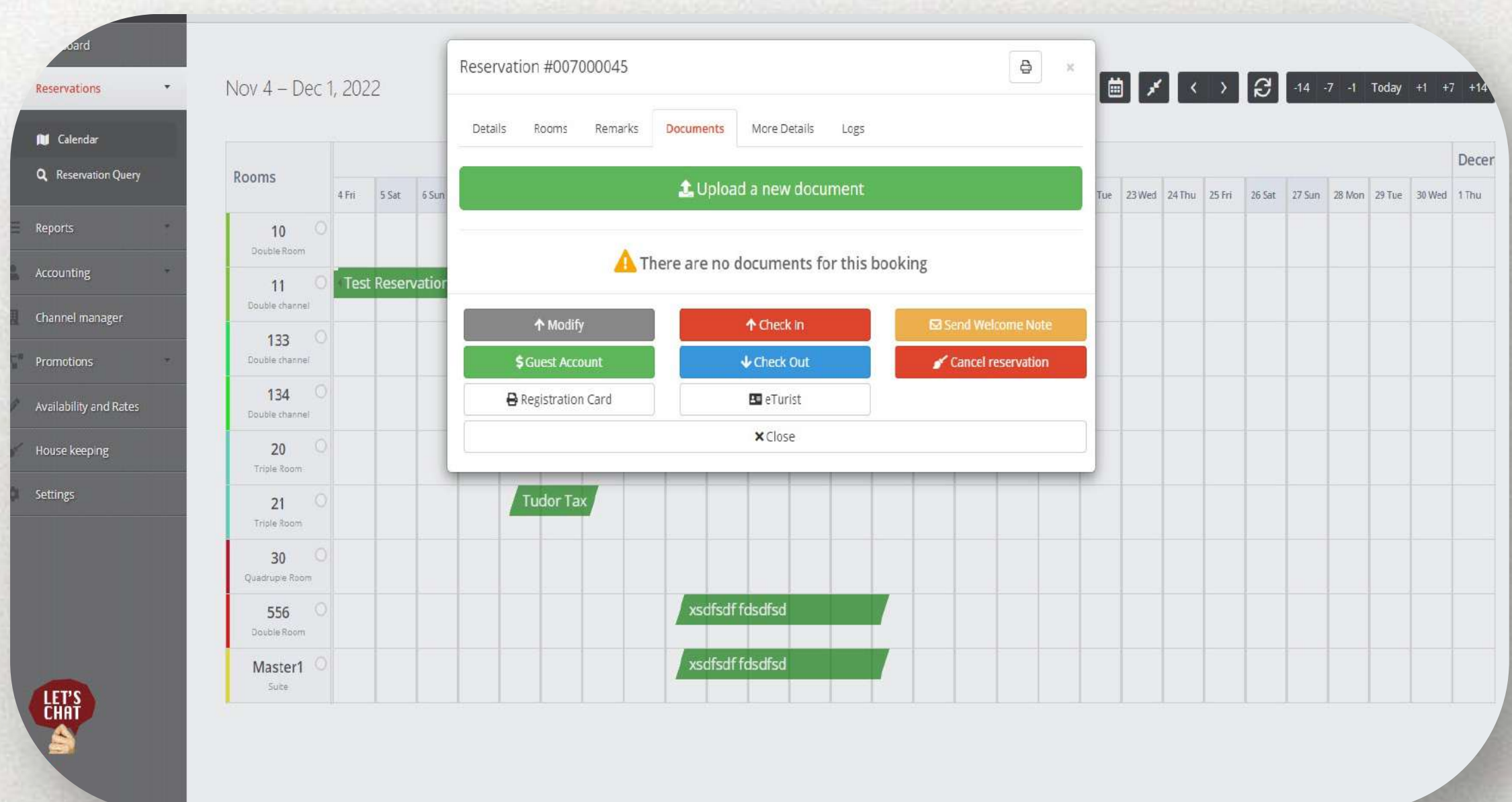

2) On the next tab **"Rooms"**, you can see the rooms allocated for that reservation and the meal arrangement plan.

3) **"Remarks"** tab will show you remarks made by you, and OTA remarks that were received directly from the channels (if applicable).

4) The **"Documents"** section is used to upload, preview and download documents such as **ID card, Passport etc**.

5) The **"Logs"** tab is used to show actions performed upon the reservation. It can be very useful to track changes made, by whom and when.