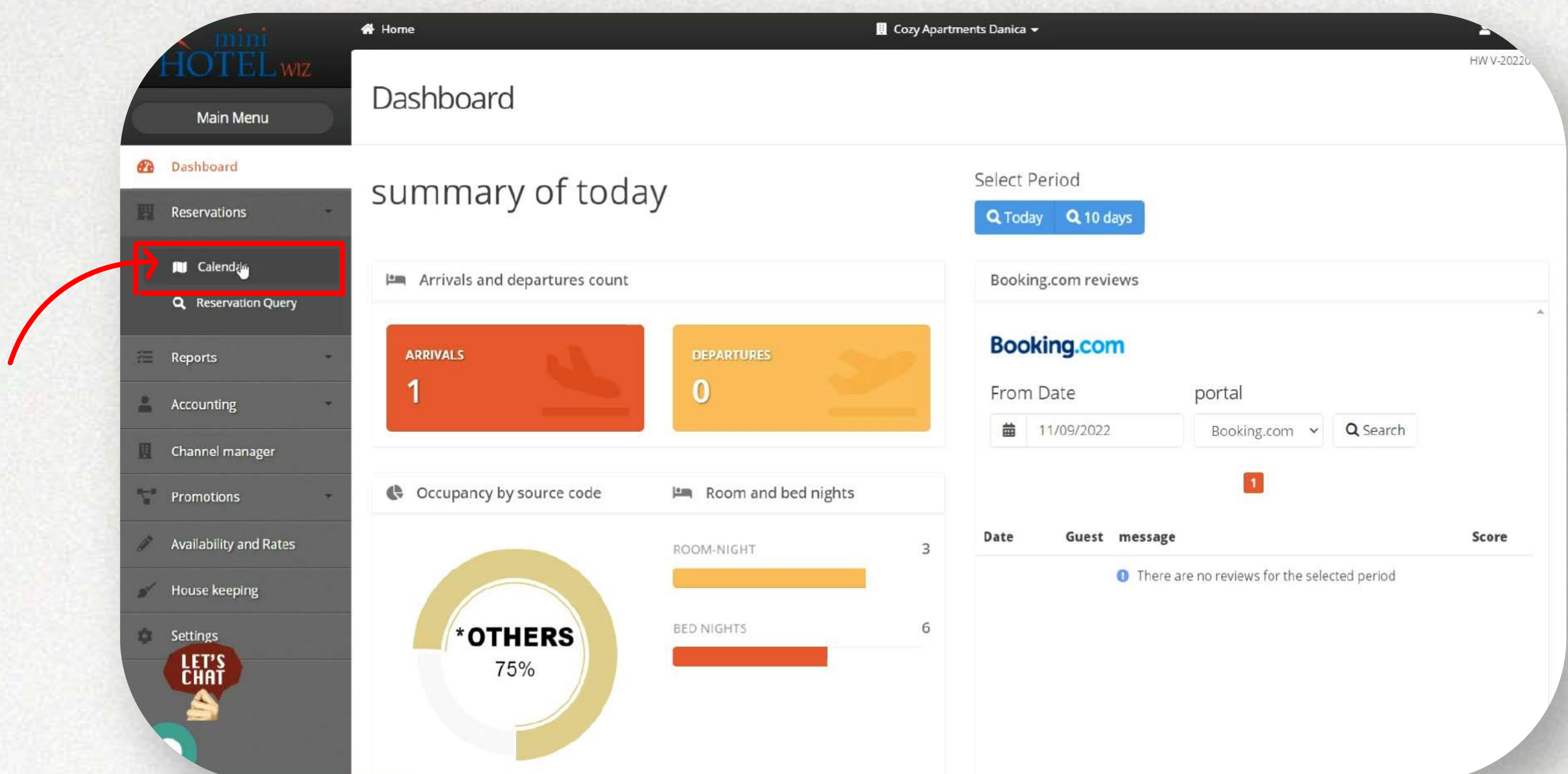




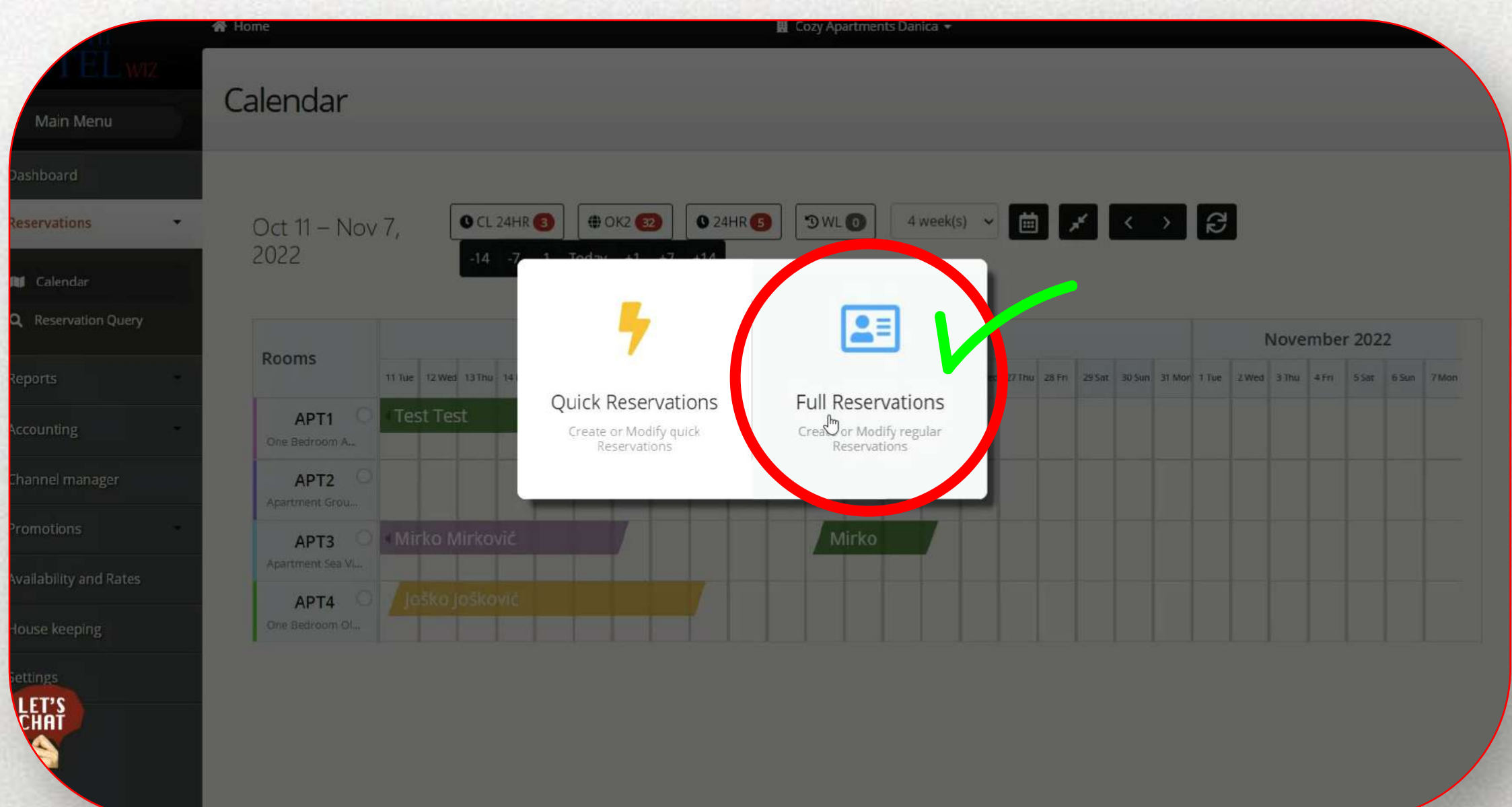
**RETURNING  
GUEST**

Mini  
Hotel

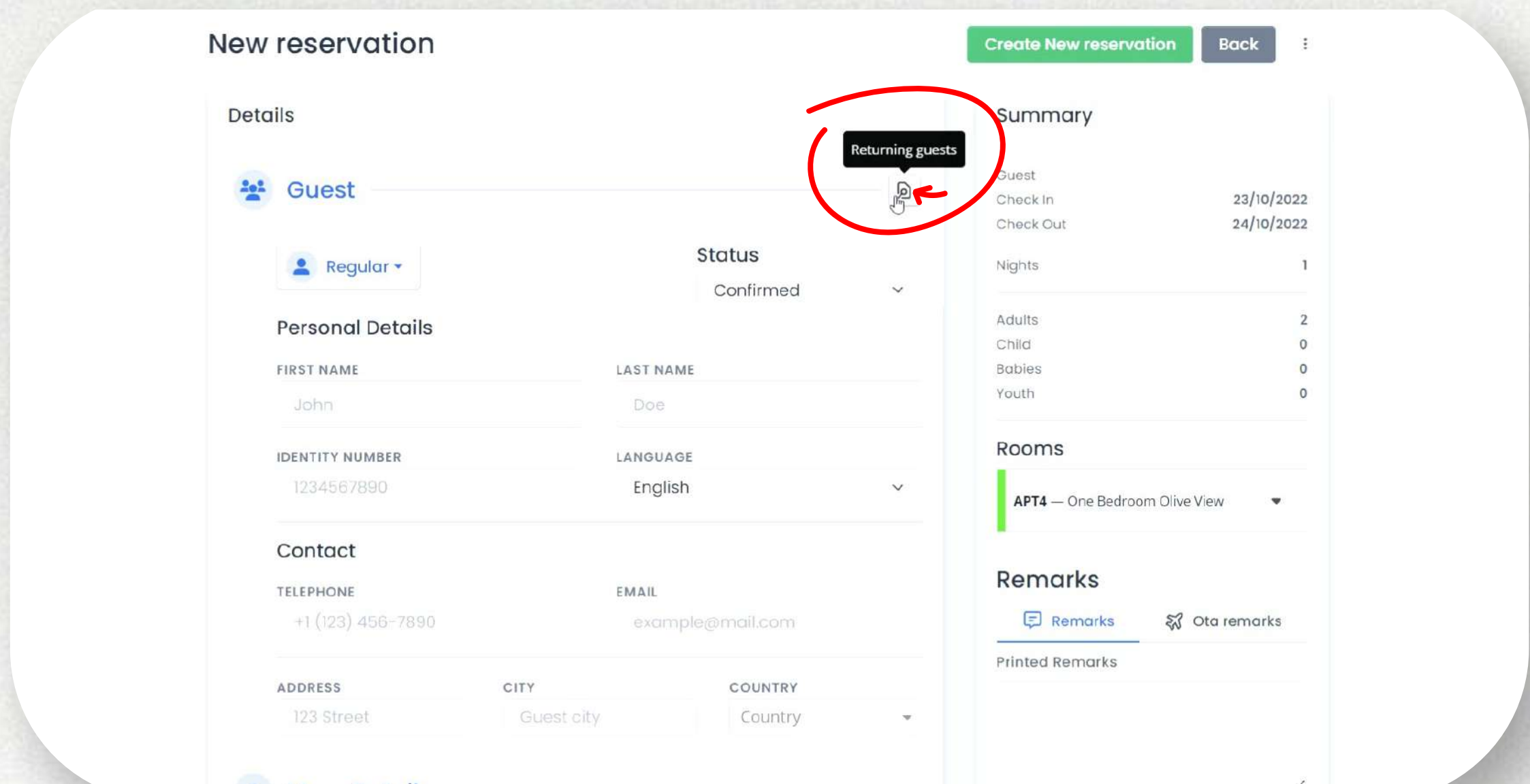
1) Under Reservations open your Calendar.



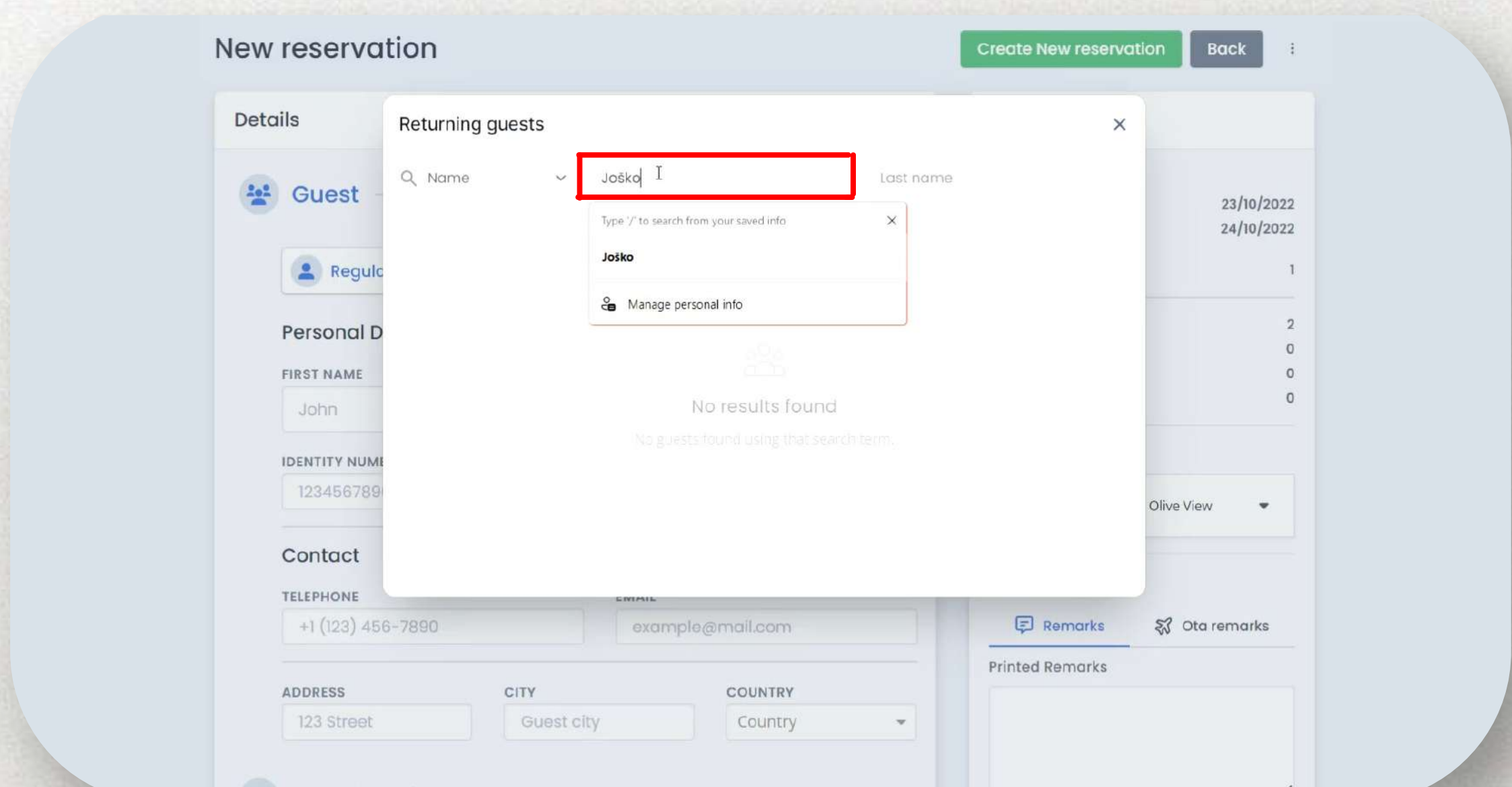
2) Choose Full reservation.



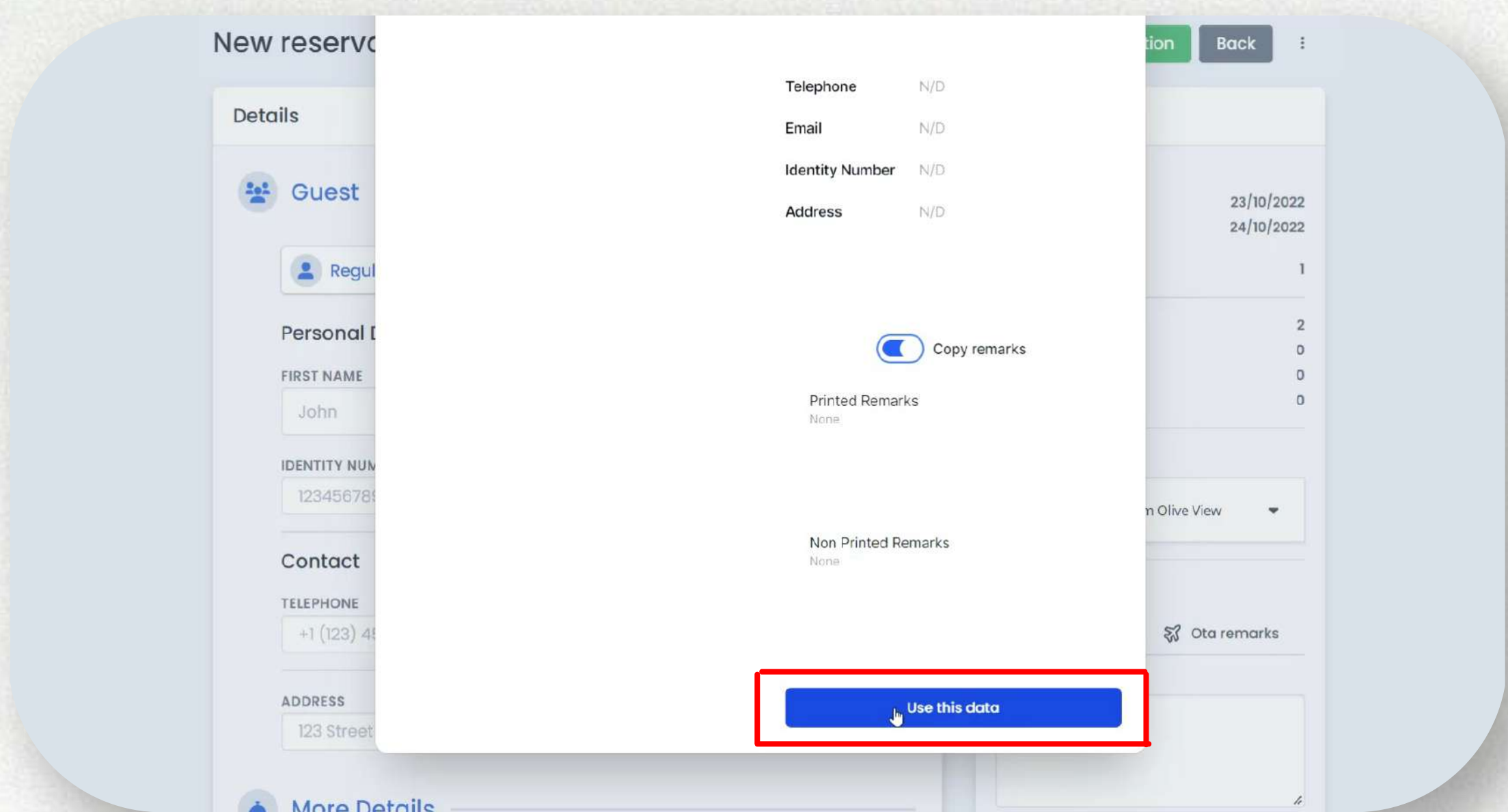
3) Now click on the **Returning guests icon**.



4) Choose search criteria, in this example, we will search **by name**.



- 5) If you want the remarks from the previous reservation to be copied as well, make sure **“copy remarks”** is turned on. Finally click on Use this data button.



- 6) Now complete the other reservation details such as length of stay, price etc and you are good to go!

