

Bookings - General Settings Tab

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Clean](#)

Overview

The general settings section is used to enter information about individual bookings.

General Booking Settings:

Action [Bookings Manager > Select Booking > General Settings Tab](#)

The Bookings List

The bookings list displays the following information (Columns)

- PH - Pool Heat
- Cat - Category
- Arrive - Guest arrival date
- Depart - Guest departure date
- Name - The full name of the guest

You can update any of the above by clicking on the row and item to be updated.

Booking ID

The Booking or Reservation ID

Guest Name

Enter the name of your guest in the "Name" text box.

Category

Specifies the type of booking. The categories can be set and new categories added from:

Management Company > General Settings > Booking Categories/Colors (tab)

Default Categories include:

- Owner Staying
- Owner Guest
- Owner Booking
- MC Booking
- Tour operator booking
- Owner Booking (Tax exempt)
- Owner Booking
- MC Booking
- MC Booking (Tax exempt)
- Dates Blacked Out

Pool Heat

Check the box if pool heat is required for the booking

Arrival & Departure Dates

From the Bookings popup screen enter the 'Arrival' and 'Departure' dates. An early check in or Check out can be set and arrival/departure time specified

Balance Due

The date the balance is due. This can be updated.

Party Size

If you know the party size, this can be entered using the up/down selector.

Rate Details

Displays the Total amount for the booking, the Management company commission (if applicable) and the Owner Amount. The default commission amount can be set from:

Management Company > General Settings > Booking Settings (tab)

CC Link

Pre populates the credit card link page for guest online credit card payments. Options available include: rental payment or security deposit and amount to be passed to the payment page, if left blank the guest can manually enter the amount on the payment page. To view the payment page click on the 'view in browser' link

Owner Booking

Select whether the bookings is an "Owner Booking" by selecting or unselecting the check box.

Part Size

Enter the Party size. Adult and children count. The total Party Size count is displayed.

Booked Options

see: <http://www.ciirus.com/web/documentaion/infoQuoteSettingsCartSettings.html>

Requirements

A check box is provided for additional requirements you provide. Check the boxes for additional features that have been ordered by the guest.

You can add additional requirements from:

Management Company > General Settings > Booking Settings (tab)

Booking Comments

The "Comments" box is at the bottom of the page, you can enter any additional information about the booking into this section. This information is only viewable by you and is not sent to the guest. Once you have entered the information, press the "OK" button to save your changes, press "Cancel" to cancel the changes you have made.

You can type in the exchange rate to get an accurate conversion of the currency.

Add Booking

The 'Add Booking' button allows you to manually add a booking. The required fields are:

- Arrival Date
- Departure Date
- Name
- Pool Heat
- If the booking is an owner booking
- Total including tax
- Add as blackout dates (no clean will be assigned)

Delete Booking

Deletes the selected booking

Show Comments

When the 'Show Comments' box is checked. The comments will displays in the bookings grid.

Show Cancelled

When the 'Show Cancelled' box is checked, cancelled bookings will be displayed in the bookings grid.

Status Tab

Also see: [How to use Search, Grouping and Filters](#)

Bookings - Status (Tab)

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Cleans](#)

Overview

The Status Flags let you keep track of various activities associated with the booking process.

Status Flags:

[Action](#) [Bookings Manager > Status Flags](#)

Deposit Received

Check box to indicate if a guest has paid a deposit

Booking Form Received

Check box to indicate if you have received the booking form from the guest

Balance Received

Check box to indicate if the remaining balance of a payment has been received

Directions Sent

Check box to indicate if you have sent directions of the property to your guest

Security Deposit Returned

Check box to indicate if you have returned a security deposit to your guest

Cancelled

Check box to indicate if the booking has been cancelled

Referred by

If the booking was referred to you by someone else or another company, enter the name of the person or company that referred the booking to you.

Commission Paid

Check box to indicate if commission is payable on the referred booking

Bookings - More Info (Tab)

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Clean](#)

Overview

Guest contact information and booking comments

More Info:

[Action](#) [Bookings Manager > Select Booking > More Info Tab](#)

Email, Telephone and Address

Enter the guest contact information in to the Email, Telephone and Address fields.

Comments

Booking comments can be entered in to the text fields. To view the comments in the bookings list, check the Show comments box located at the bottom of the screen. You can update comments for a booking at anytime.

Also see: [How to use Search, Grouping and Filters](#)

Bookings - Guests (Tab)

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Cleans](#)

Overview

List the names and ages of guest members

Guests:

Action [Bookings Manager > Select Booking > Guests](#)

Adding a party member

To add a part member click on the 'Add Part Member' button and enter the name of the first part member.

Add/Update child age

To add or update the child age, click inside the 'Child Age' text box.

Also see: [How to use Search, Grouping and Filters](#)

Bookings - Guest Payments (Tab)

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Cleans](#)

Overview

When a guest makes a payment you can record the payment. The Payment dialog will store the following information: The date a payment was received, the amount received, a description for the payment and what the payment was for.

General Booking Guest Payments:

Action [Bookings Manager > Select Booking > Guest Payments Tab](#)

Add a Payment

Click the 'Add Payment' drop down menu and the Payment popup will appear. Enter the amount paid in the currency box.

Date Payment Received

Enter the date the payment was received by selecting a date from the 'Date' drop down menu.

Payment Description

Enter one of the descriptions below for the payment into the description text box:

- Rental Deposit
- Rental Balance
- Security Deposit
- Pool Heat
- Other

Financial information

The bottom panel displays the following:

- Booking Total
- Paid to Date
- Balance Due

Bookings - Cleans (Tab)

also see: [General settings](#) [Status](#) [More Info](#) [Guests](#) [Payments](#) [Cleans](#)

Overview

Multiple cleans can be assigned to a booking. A Standard (End of stay clean) automatically assigned to a booking on the day of departure. Cleaning reports and cleaning schedules can be viewed from:

[Management Company > Cleaning Schedule](#)

This screen allows you to add additional clean associated with a booking

Cleans (housekeeping):

Action [Bookings Manager > Select Booking > Cleans](#)

Clean Types

The clean types include:

- Standard (End of stay clean) automatically assigned
- Mid Stay clean
- Spring clean
- Spruce clean

Fields that can be updated include:

- Clean date
- Cleaner or cleaning company
- Type of clean
- Comments

Add a new clean

To add a new clean, press the 'Add Clean' button and enter the following information:

- Clean date
- Cleaner or cleaning company
- Type of clean
- Comments

Deleting a clean

To delete a clean, select the clean, then press the delete button.

Also see: [How to use Search, Grouping and Filters](#)