## **Online Bookings**

The Online Bookings Area contains all of the Guest Information and Booking Details for Online Bookings made through your website or any other GDS and OTA channels.

By default, the list displays chronologically by the date the booking was made.

To change the view of the list there are several sort functions available. You can also search for individual bookings by Guest Name or Confirmation #.

Once you have located the Booking, you can view the Guest Details, Payment Information, Source, etc.

To see the Guest Details of a Booking, click on the Booking I.D. # of the Guest. See Online Booking Details



## Sort Functions

By default, the list is sorted by "Last 7 days" and displays chronologically by the date the booking was made. To change the view of the list there are several sort functions available. You can also search for individual bookings by Guest Name or Confirmation #. It is important that you first set the correct date range before searching by another sort field or you may not return results. To change the data in the List or search for a specific booking, select the sort criteria and click "Fetch". See below for details on each sort function.

Date Range: Choose the date range to view. To search all time periods, choose "Any Month" from the drop-down list.

	Front Desk	Boo	kings	Rates	Relation	nships	Owners	Parame	eters	Settings	PMS	Featu	res/Images	•	
nline Bookir	igs Netv	vork (	commiss	sions	Make a	an Online	Booking	Webs	ite Cod	e					
Find records	in Last 7 da	ys 🗸	where	Booking	ID 🚽 ha	s 🚽		, canc	ellations	excluded	<b>.</b>	Sort by	Booking ID	🚽 dowi	n 🚽 Display
200	Last 7 da Rec Last 14 da	ys 🔺 ays													
Booking ID	Last 30 da	ays h	ent	Guest	:	Date	A	rrive	De	part	Sour	ce	Value	Total	Status
861523W	Sep 2013		EMO	Timms,	Jason	10-SEP-2	2014 17	7-SEP-2014	18-	-SEP-2014	WEB		\$90.00	\$90.00	Unconfirmed
1 bookings	Oct 2013 Nov 2013		agents							GF	RAND TO	TAL:	\$90.00	\$90.00	
	Dec 2013	-													
	Feb 2014														
	Mar 2014														
	May 2014														
	Jun 2014														
	Jul 2014														

Search for specific data: To search by a specific data set, such as Guest Name or Booking I.D., choose the data set from the drop-down list. Choose "has" in the next drop-down list and then in the empty field, enter the information you are searching for. For example, to find John Smith, choose "Guest" from the drop-down list and then enter Smith in the blank field. Then click fetch.

Fre	ont Desk	Bookings	Rates	Relati	onships	Owners	Parameters	Settings	PMS	Features/Image	es	
line Bookings	Netwo	rk Commis	sions	Make	e an Online	e Booking	Website C	ode				
Find records in	Last 7 days	+ where	Booking		nas 🗸		, cancellatio	ons excluded		ort by Booking ID	🚽 dow	n 🚽 Display
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Booking ID	Portal	Agent	Agent Guest		Date	Ar	rive	Depart	Source	e Value	Total	Status
861523W	DEMO	DEMO	Date	h	10-SEP-2	2014 17-	-SEP-2014	18-SEP-2014	WEB	\$90.00	\$90.00	Unconfirmed
1 bookings	1 portals	1 agents	Arrive Depart					GF	AND TOT	AL: \$90.00	\$90.00	
			Source									
			Value									
			Total									

Indicate status of Bookings: viewing cancelled bookings in the list is optional and must be set manually. The default view is set to automatically exclude cancelled bookings. If you are searching for a cancelled booking, change this setting to "included".

nline Bookings I	letwork Comm	issions	Make an Onli	ne Booking	Website Co	de					
Find records in Last	7 days 🚽 whe	re Booking ID	, has ,	-	, cancellation	s excluded	-	Sort by	Booking ID	- dow	n 🚽 Di
200 Records	Eatch					excluded					
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861523W DEM	IO DEMO	Timms, J	ason 10-SEP	-2014 17-SE	EP-2014 1	B- out of cha	annel		\$90.00	\$90.00	Unconf
1 bookings 1 po	rtals 1 agen	ts				G	RAND T	OTAL:	\$90.00	\$90.00	

List Display: This setting controls the display of your list by sorting it based on the setting you choosing. All sort will display chronologically, numerically or alphabetically depending on the sort criteria.

	Front Desk	Bookings	Rates Relatio	onships Owne	ers Parameter	s Settings	PMS F	Features/Images		
ine Bookin	gs Netwo	rk Commiss	ions Make	an Online Bookii	ng Website (	ode				
Find records	in Last 7 days	+ where	Booking ID 👻 h	as 🗸	, cancellati	ons excluded	✓ So	rt by Booking ID 💂	dow	n 👻 Display
200 F	Records Fet	ch						Booking ID Portal		
Booking ID	Portal	Agent	Guest	Date	Arrive	Depart	Source	Agent Guest	Total	Status
361523W	DEMO	DEMO	Timms, Jason	10-SEP-2014	17-SEP-2014	18-SEP-2014	WEB	Date	0.00	Unconfirmed
1 bookings	a 1 portals	1 agents				GR	AND TOT	AL: Depart	0.00	
								Source		
								Total		