Dashboard | Bookings

The Front Desk Dashboard displays a section displaying the total number of **"BOOKINGS MADE TODAY"** by Source on the graph. This includes all bookings made at the Front Desk, Website and Online Channels.

The total number of bookings that have been made at the frontdesk or online on "Today's Date" is displayed next to "BOOKINGS MADE TODAY".

The number of bookings that have been created by each source are displayed in the graph.

The Bookings displayed on the Dashboard can also be located and looked at in further detail here:

- Bookings Production Report Choose Today's Date in the Start and End Date.
- Search Bookings: Go to the BOOKINGS TAB and then SEARCH BOOKINGS and entered today's date in "Created On Start Date" and "Created On End Date"



Example

BOOKINGS MADE TODAY: 5.

The graph displays 2 Referral, 1 Expedia, 1 Booking.com and 1 Website.

