

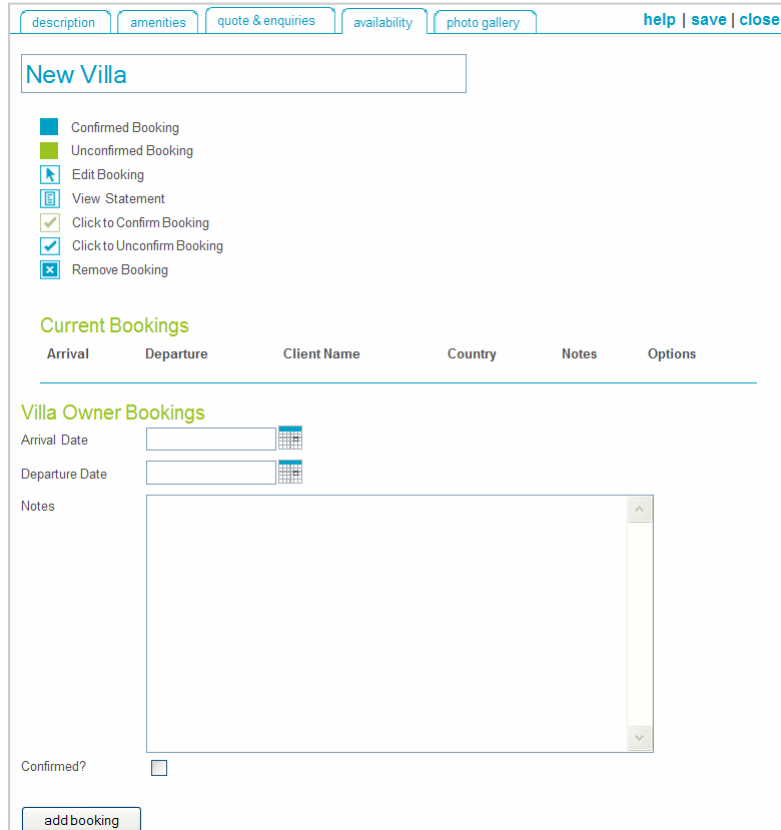
Entering My Availability Information

When you are logged in with your username it is not necessary to select 'edit villa' when adding bookings to the availability calendar.

Entering your own bookings could not be simpler. All you have to do is enter the Arrival Date the Departure date and any notes you wish.

In the 'notes' we suggest you add information such as party name, number of guests, any special requirements, rates quoted or charged and perhaps their contact details.


You can choose if a booking is a 'confirmed' or 'unconfirmed' reservations .



How to add a booking

1. Enter 'Arrival Date'
2. Enter 'Departure Date'
3. Enter 'Notes'
4. Tick the 'Confirmed?' check box as necessary.
5. Select 'add booking'

How to delete a booking



1. Select the icon to delete booking 
2. When prompted with 'Are you sure...' Select OK

How to edit an existing booking



1. Select the icon to edit booking
2. The existing information will be brought up on screen
3. Make changes to the 'Arrival Date'
4. Make changes to the 'Departure Date'
5. Make changes to the 'Notes'
6. Select 'Update Booking'

How to change the status of a booking unconfirmed / confirmed

1. Select the appropriate icon to change status of the booking 
2. When prompted with 'Are you sure...' Select OK 

After performing any of these actions the screen will automatically refresh and update your records. If for any reason this does not happen please use your browsers refresh button.

It is not necessary to select 'save' after entering bookings into the availability calendar as this is automatically done as you enter or modify your bookings.