

# Online Bookings

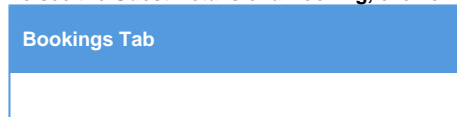
The Online Bookings Area contains all of the Guest Information and Booking Details for Online Bookings made through your website or any other GDS and OTA channels.

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.

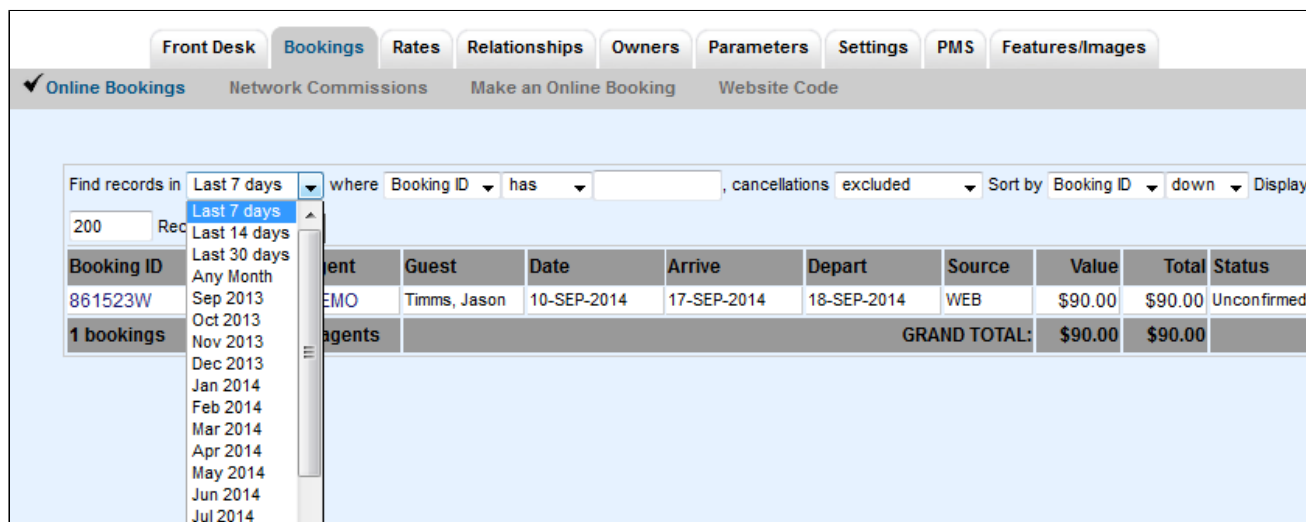
To see the Guest Details of a Booking, click on the Booking I.D. # of the Guest. See [Online Booking Details](#)



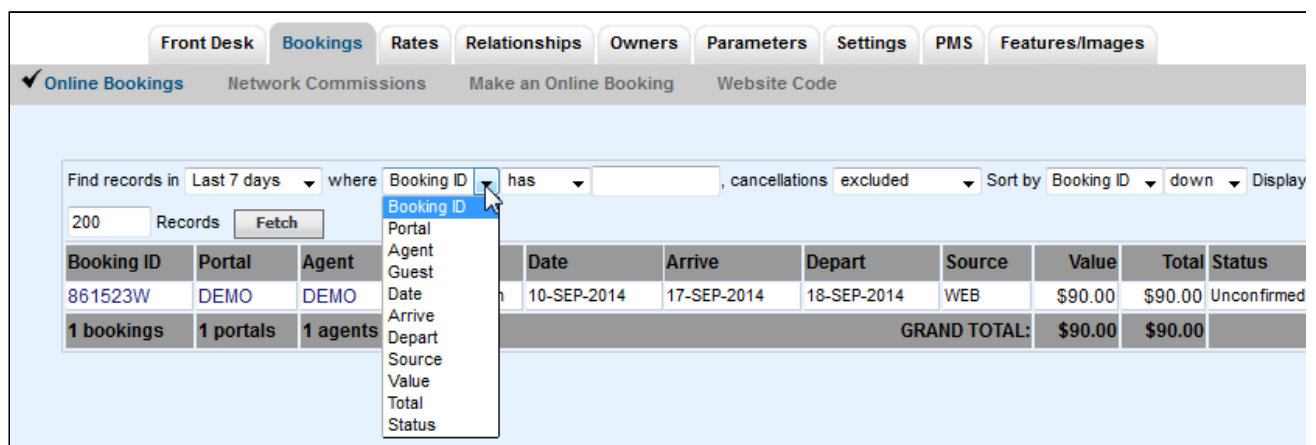
## Sort Functions

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.

The screenshot shows the "Online Bookings" interface. At the top, there are tabs: Front Desk, Bookings (selected), Rates, Relationships, Owners, Parameters, Settings, PMS, and Features/Images. Below the tabs, there are sub-tabs: Online Bookings (selected), Network Commissions, Make an Online Booking, and Website Code. The main area contains a search bar with "Find records in" set to "Last 7 days", "where" set to "Booking ID", "has" set to "has", "cancellations" set to "excluded", "Sort by" set to "Booking ID", and "Display" set to "down". A dropdown menu is open under "Find records in", showing options: Last 7 days, Last 14 days, Last 30 days, Any Month, and a list of months from Sep 2013 to Jul 2014. Below the search bar, there is a table with columns: Booking ID, Agent, Guest, Date, Arrive, Depart, Source, Value, Total, and Status. The table shows one booking with ID 861523W, Agent DEMO, Guest Timms, Jason, Date 10-SEP-2014, Arrive 17-SEP-2014, Depart 18-SEP-2014, Source WEB, Value \$90.00, Total \$90.00, and Status Unconfirmed. A "GRAND TOTAL" row shows \$90.00 for Value and \$90.00 for Total.

**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.

The screenshot shows the "Online Bookings" interface. At the top, there are tabs: Front Desk, Bookings (selected), Rates, Relationships, Owners, Parameters, Settings, PMS, and Features/Images. Below the tabs, there are sub-tabs: Online Bookings (selected), Network Commissions, Make an Online Booking, and Website Code. The main area contains a search bar with "Find records in" set to "Last 7 days", "where" set to "Booking ID", "has" set to "has", "cancellations" set to "excluded", "Sort by" set to "Booking ID", and "Display" set to "down". A dropdown menu is open under "where", showing options: Booking ID, Portal, Agent, Guest, Date, Arrive, Depart, Source, Value, Total, and Status. Below the search bar, there is a table with columns: Booking ID, Portal, Agent, Date, Arrive, Depart, Source, Value, Total, and Status. The table shows one booking with ID 861523W, Portal DEMO, Agent DEMO, Date 10-SEP-2014, Arrive 17-SEP-2014, Depart 18-SEP-2014, Source WEB, Value \$90.00, Total \$90.00, and Status Unconfirmed. A "GRAND TOTAL" row shows \$90.00 for Value and \$90.00 for 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".

