

Booking Check-in and Check-out

Summary: This article provide instructions on how to check-in and check-out of your booking.

Upon initial payment, the check-in button will be available in the booking details page.

1. To check-in, click the **Check-in** button in the booking details page.

The screenshot displays the 'Booking Details' page for 'Baguio Teachers Camp'. The page is divided into several sections:

- Booking Details:** A table with fields for Reference Number (4W46594gP4T224FM), Registration Number (Empty), Booking Type (Online), Status (PENDING), Check-In (November 30, 2021 12:00), Check-Out (December 01, 2021 12:00), Total Adult Guests (1 adult), Total Senior Guests (None), Total Child Guests (None), Is Government? (Non-government), Activity Purpose (T 25), Remarks (Empty), and Approved By (Alicia M. Alvarado @ 2021-11-25 10:00:00).
- Guest Information:** A table with fields for Guest Name (Theresa Waters), Guest Is Senior Citizen (No), Guest Type (Individual), Contact Person (Lynette Lovell), Address (The Water Sands), Contact Number (+63129456789), Alt Contact Number (Empty), and Email (marion-3@redkiss.com).
- Bills:** A table with columns for Bill Date, Amount Due, Status, and Actions. It shows one bill for November 25, 2021, with an amount due of P 15.00 and a status of 'completed'.
- Payments:** A table with columns for Created At, Paid On, Amount, Refund, Payment Method, Status, and Actions. It shows two payments: one for November 25, 2021, with an amount of P 15.00, a refund of P 0.00, a payment method of 'Maggie Checkout', a status of 'completed', and actions 'View' and 'Refund'; and another for November 25, 2021, with an amount of P 2875.00, a refund of P 0.00, a payment method of 'Maggie Checkout', a status of 'cancelled', and an action 'View'.
- Reservations:** A table showing a reservation for Cottage 213-A, with a price of P 2,600.00 x 1 night for the dates 2021-11-30 to 2021-12-01 for 1 adult, totaling P 2,600.00.
- Sub Total:** A table showing the breakdown of costs: Sub Total (P 2,600.00), Cottage 213-A - Developer's Discount (100% - P 2,600.00), Service Fee (10% x 1 booking - P 0.00), and Booking Fee (P 10.00 x 1 booking - P 10.00).

This will open the Check in page:

Biggio Teachers Camp

Admin / Bookings / Hourly/Shift de Partemps 2021 GH-OP / Check In

Booking Check In

Booking Summary

Guest Name	Hourly/Shift de Partemps	Check In	August 09, 2021 12:00
Guest Type	Individual	Check Out	August 11, 2021 12:00
Booking Type	Other	Total Adult Guests	2 Adults
Activity Purpose	Food	Total Senior Guests	None
Status	paid	Total Child Guests	None

Check-in Form

Reservation

Reservation

Unit	GH 10-DOWN (2 pers)
Reservation type*	Enter Price
Check in*	2021-08-09 12:00
Check out*	2021-08-10 12:00
Adult guests	2
Senior guests	0
Child guests	0
Actual check in	2021-08-09 15:04
Arrived adult guests	2
Arrived senior guests	0
Arrived child guests	0

[Update Booking](#) [Cancel](#)

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Note that check-in cannot be done prior to the declared booking check-in date.

2. Update the fields as needed. When done, click the **Update Booking** button. This will change the status of the booking from Paid to Checked-In. The check-in details can be updated by clicking the **Edit Check-in** button.

Biggio Teachers Camp

Admin / Bookings / Booking Details

[Edit Booking](#) [Edit Check In](#) [Check In](#)

Booking Details

Reference Number	029964C6A949202A
Registration Number	Empty
Booking Type	Other
Status	PAID
Check In	August 09, 2021 12:00
Check Out	August 11, 2021 12:00
Total Adult Guests	2 Adults
Total Senior Guests	None
Total Child Guests	None
Category	Non-government
Activity Purpose	Food
Remarks	Empty
Approved By	000000000000000000000000

Guest Information

Guest Name	Hourly/Shift de Partemps
Guest In Senior Citizen	<input type="checkbox"/>
Guest Type	Individual
Contact Person	Someone
Address	Earth
Contact Number	+02996434647
Alt Contact Number	Empty
Email	hourly@biggioteachers.com

Bills

Bill Date	Amount Due	Status	Action
August 04, 2021	¥ 15,400.00	Completed	View Bill

Payments

Checkdate	Year/On	Amount	Refund	Payment Method	Status	Action
August 04, 2021	August 04, 2021	¥ 1,800.00	¥ 0.00	Local	Completed	View Refund
August 04, 2021	August 04, 2021	¥ 1,800.00	¥ 0.00	Major Check/Debit	Cancelled	View
August 04, 2021	August 04, 2021	¥ 17,600.00	¥ 0.00	Major Check/Debit	Completed	View Refund

Occupancy

Unit	Arrival	Adult Guests	Senior Guests	Child Guests	Departure
GH 10-DOWN	August 09, 2021 12:00	2	0	0	

Reservations

GH 10-DOWN ¥ 2,800.00 = 5 nights ¥ 15,400.00
2021-08-09 to 2021-08-11
2 adults

Add-ons

Rental of TV (57) ¥ 1,800.00 = 1 day ¥ 1,800.00

Sub-Total

¥ 17,400.00

Service Fee

30% = 1 booking ¥ 1,500.00

Booking Fee

¥ 350.00 = 1 booking ¥ 350.00

Transaction Fee

¥ 0.00 = 1 booking ¥ 0.00

Total Bill

¥ 19,300.00

Payments Made ¥ 19,300.00

3. To check-out, click the **Check-out** button in the booking details page. This will open the Check-out page:

Booking Check In

Booking Summary

Guest Name	Harcourt de Portage	Check In	August 09, 2021 12:00
Guest Type	Individual	Check Out	August 13, 2021 12:00
Booking Type	Online	Total Adult Guests	2 adults
Activity Purpose	Fun	Total Senior Guests	None
Status	Checked In	Total Child Guests	None

Check-out Form

Reservation

Unit

GM 10000N

Reservation type*

Enter Place

Check in*

2021-08-09 12:00

Check out*

2021-08-14 12:00

Actual check in

2021-08-04 12:04

Actual check out

[Update Booking](#) [Cancel](#)

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4. Provide the date of the actual check out. When done, click the **Update Booking** button.

Revision #7

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