

Processing Online Bookings

Summary: This article provides instructions on how to process online bookings.

Once the user has successfully booked a unit from the website portal, a booking entry will be created in the system with Pending status (see Booking Phases above).

To process a pending booking entry:

1. In the list of bookings page, select a booking entry and click **View**.
2. If the booking entry will be modified, click **Edit Booking**, otherwise proceed to the next step. See next section for adding additional reservations, addons, and fees.
3. To approve booking, click the **Approve Booking** button.
4. To request payment, click the **For Payment** button, otherwise, click the **Cancel Booking** button.
5. The booking status will be changed to either **For Payment** status if confirmed or **Cancelled** status if cancelled.
6. Once confirmed, a billing entry will be created in the Bills section with Pending status, and a payment entry in the Payments section with pending status.

Baguio Teachers Camp

Booking Details

Reference Number	3D9K2JGU23OwC8Ewag
Registration Number	Empty
Booking Type	Online
Status	For Payment
Check In	October 03, 2021 12:00
Check Out	October 04, 2021 12:00
Total Adult Guests	2 adults
Total Senior Guests	None
Total Child Guests	None
Is Government?	Non government
Activity Purpose	test
Remarks	Empty
Approved By	Empty

Guest Information

Guest Name	Ryan Jay C. Dyer's
Guest Is Senior Citizen	No
Guest Type	Individual
Contact Person	test
Address	test
Contact Number	+6322222222
Alt Contact Number	Empty
Email	ryanbarr@interlocks.com

Bills

Bill Date	Amount Due	Status	Actions
September 30, 2021	P 2,400.00	pending	Add Payment Request Payment

Payments

Created At	Paid On	Amount	Refund	Payment Method	Status
September 30, 2021		P 2,400.00	P 0.00		unprocessed
September 30, 2021		P 2,400.00	P 0.00		unprocessed

Reservations

Pages Hall 101	P 700.00	x 3 nights
		2021-10-03 to 2021-10-06
		2 adults

Sub Total

Service Fee	30% = 1 booking
Booking Fee	P 150.00 = 1 booking

7. Once payment has been settled by the user, the booking entry status will change from **FOR PAYMENT** to **FULLY PAID** or **PARTIALLY PAID**. This will also change the status of the bill from **pending** to **completed** and the status of the payment from **unprocessed**

to **completed**.

8. To add a user payment manually, click the **Add Payment** button. To cancel the bill, click the **Cancel Bill** button.
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