

# Viewing List of Bookings Page

**Summary:** This article provides instructions on how to view the bookings page.

1. From side navigation, click **Bookings**. This will load the list of bookings page.

Baguio Teachers Camp

Admin / Bookings

Manually book 3 [New Booking](#)

1 Filter by Booking Status

2 View/Edit individual bookings

4 Filter

Registration Number	Status	Units	Check In	Check Out	Contact Person	Created At	Updated At
02BTR4BCV9K49YEU	for payment	Donority Room- Bunkle 202	September 30, 2021 14:00	October 01, 2021 02:00		September 30, 2021 14:00	October 01, 2021 02:00
gc7NedM4U9H6K2266	fully paid	Donority Room- SQ Main 201	November 12, 2021				
e8EedHGZFHCq/WaF	for payment	Donority Room- Muscovite Hall 202	November 15, 2021 12:00	November 17, 2021 12:00	Ryan Dayrit	November 11, 2021 06:53	November 11, 2021 03:02
2D9K23G4230+CB0wv	for payment	Donority Room- Pigo Hall 201	October 03, 2021 12:00	October 06, 2021 12:00	Int	September 30, 2021 10:24	October 26, 2021 05:28
2B4CV4pLEstqjcr	fully paid	Donority Room- SQ Annex 1	November 15, 2021 12:00	November 13, 2021 12:00	Ryan Dayrit	November 11, 2021 06:49	November 11, 2021 07:04
F4uYH3GEEHWOPkq	fully paid	Donority Room- Bunkle 202	November 15, 2021 12:00	November 13, 2021 12:00	Ryan Dayrit	November 11, 2021 06:52	November 11, 2021 06:52
w4S4eN4F3WGA01e	for payment	Donority Room- Pigo Hall 201	October 07, 2021 12:00	October 09, 2021 12:00	Ryan Jay E Dayrit	October 06, 2021 13:12	October 26, 2021 05:28
y4RW0K48FYNe1Dh	fully paid	Conference Hall- Room 4V6	October 03, 2021 12:00	October 05, 2021 12:00	Int	September 30, 2021 11:34	November 11, 2021 05:41
C0G0B4ew0D4w6H7	for payment	Donority Room- Pigo Hall 202	October 05, 2021 12:00	October 07, 2021 12:00	Int	September 30, 2021 11:54	October 26, 2021 05:28
F4eFwvdR4H2V4QJ	fully paid	Guest House- GP 1100WN	November 30, 2021 12:00	December 01, 2021 12:00	Sulu Havenstone	November 25, 2021 10:00	November 25, 2021 00:08
#94e0H4gP4T094FM	fully paid	Guest House- Cottage 213A	November 30, 2021 12:00	December 01, 2021 12:00	Unstis Levelbur	November 25, 2021 10:12	November 25, 2021 00:12
v0L49F4q4W2v024K	fully paid	Donority Room- Pigo Hall 202	October 03, 2021 12:00	October 06, 2021 12:00	Ryan Jay E Dayrit	September 30, 2021 10:51	November 11, 2021 05:41

Displaying all 12 Bookings  
[Download: CSV, XML, JSON](#)

2. List can be filtered either by using the preset tabs based on booking status (1) or making use of the filter button (4).

3. To view a booking entry information, select a booking entry and click the **View** button (2).

Baguio Teachers Camp

Admin / Bookings / Booking Details

[Edit Booking](#)
[Approve Booking](#)
[For Payment](#)
[Cancel Booking](#)

**Booking Details** 5

Reference Number	496263HqPht22afM
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	(*) 25
Remarks	Empty
Approved By	Empty

**Guest Information** 6

Guest Name	Theresa Waters
Guest Is Senior Citizen	<input type="checkbox"/>
Guest Type	Individual
Contact Person	Unitech Levelfour
Address	The Walking Sands
Contact Number	+639123456789
Alt Contact Number	Empty
Email	watson-2@unitech.com

**Reservations** 7

Cottage 213-A	₱ 2,600.00 x 1 night 2021-11-30 to 2021-12-01 1 adult	₱ 2,600.00
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**Sub Total** 9

Service Fee	10% x 1 booking	₱ 260.00
Booking Fee	₱ 10.00 x 1 booking	₱ 10.00
<b>Total Bill</b>		<b>₱ 2,870.00</b> <span>10</span>

**In the booking information page, the admin can:**

1. Edit Booking - update booking information, add reservations, add-ons, and additional fees.
2. Approve Booking - approve booking. Name of admin who approved the booking will appear under Booking Details (#5)
3. For Payment - change the status from PENDING to FOR PAYMENT and sends an email to user/client requesting for payment.
4. Cancel Booking - cancel booking
5. The admin can also review various information about the booking:
6. Booking Details - Booking type, guest numbers, guest types etc.
7. Guest information
8. Reservations - reservation details and costs
9. Bills - list of bills and their corresponding status.

**Bills**

Bill Date	Amount Due	Status	Actions
September 30, 2021	₱ 2,460.00	pending	<a href="#">Add Payment</a> <a href="#">Request Payment</a>

10. Subtotal - breakdown of fees
11. Total - total payables