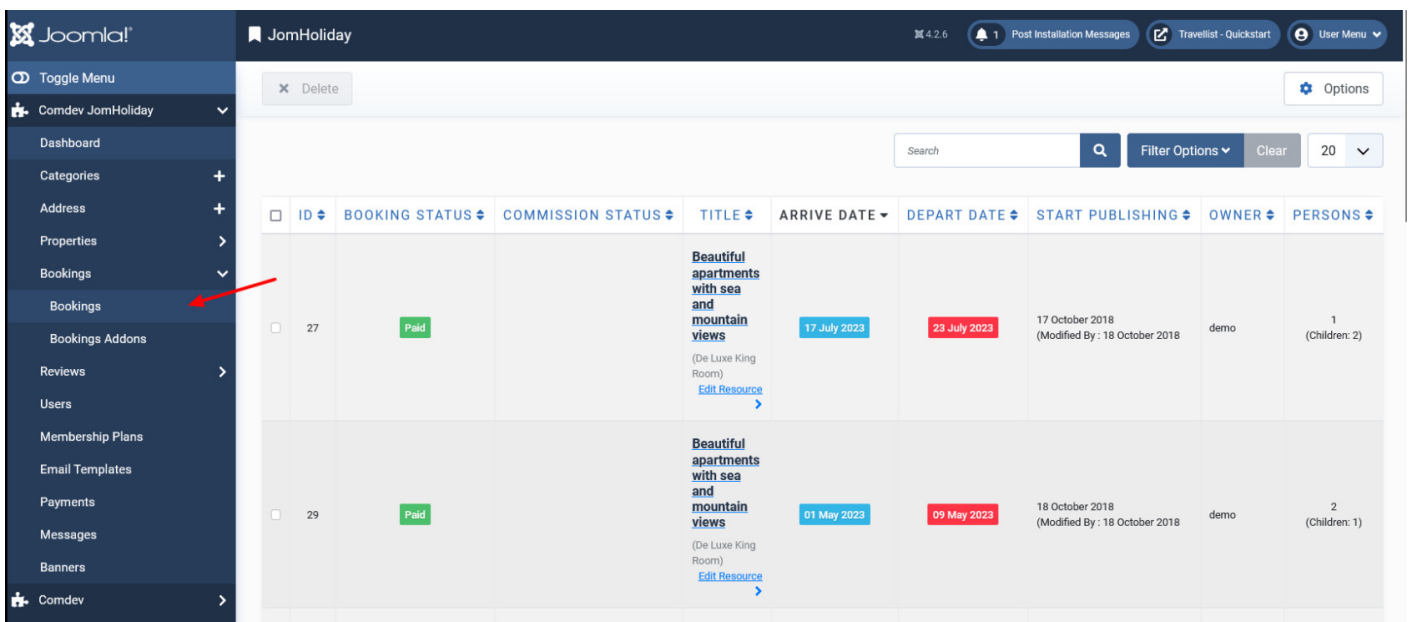


# Bookings

## Overview

The bookings made through the site for any listing can be seen on this screen. The following image shows the list of bookings made on the site.



ID	BOOKING STATUS	COMMISSION STATUS	TITLE	ARRIVE DATE	DEPART DATE	START PUBLISHING	OWNER	PERSONS
27	Paid		Beautiful apartments with sea and mountain views (De Luxe King Room) <a href="#">Edit Resource</a>	17 July 2023	23 July 2023	17 October 2018 (Modified By : 18 October 2018)	demo	1 (Children: 2)
29	Paid		Beautiful apartments with sea and mountain views (De Luxe King Room) <a href="#">Edit Resource</a>	01 May 2023	09 May 2023	18 October 2018 (Modified By : 18 October 2018)	demo	2 (Children: 1)

### Screen 1: Bookings list

## Viewing a booking

You can view the bookings seen on the screen by clicking on the entry. For a booking made, you can modify parameters such as payment status, resources, and so on.

### Booking Details tab

This tab provides options to modify the payment status, no of guests, and so on as shown in the following image.

Home DashboardContentMenusComponentsUsersSystemHelp

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SaveSave & CloseClose

Booking DetailsPayment & Checkout

Arrive Date2023-07-17

Depart Date2023-07-23

Booking Status

PendingPaidOn HoldCancelledAdvance PaymentPay When Arrive

Maximum Persons1

Children \*2

Resources7

Notes

1

Commission Status

Not PaidPaid

Payment Summary \*

2328

User \*

demo

Email demo@comdev.eu

User ID87

User \*demo

Registered2014-06-10 08:42:19

Last Time Active2024-01-30 12:32:44

Start Publishing

2018-10-17 13:30:14

Modified Date

2018-10-18 14:56:38

ID

27

Press F10 to toggle Full Screen editing.

Screen 2: Booking Details tab

Edit the booking details as per the options in the following table.

Arrive Date	Date of arrival
Depart Date	Date of departure
Booking Status	Edit the booking status as per the current payment status of the guest.
Payment Summary	Provide the amount paid by the guest.
Maximum Persons	Number of adults in the accomodation.
Children	Number of children in the accomodation.
User	User who created the listing.
ID	This is an auto generated field
Resources	This is an auto generated field based on the resources attached to the listing.
Notes	Additional information shared by the guest.

**Toggle editor**

Click to toggle between plain text and rich text editor.

# Payments & Checkout tab

This tab provides information about the payment method used by the guest for the booking and related details. This is a read only tab.

Bookings

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Save

Save & Close

Close

Booking Details

Payment & Checkout

Checkout Details

Checkout Name	Marlo
Checkout Surname	Jones
Birth Date	1994-08-26
Street	1534ParkRoad
City	USA
Postcode	67540
Country	USA
Phone Number	445-778-3968
Special Requests	

Payment Summary

Base Price	2450 EUR
Advance Payment	2328 EUR
Due Payment	0 EUR
Payment Gateway	<div>Bank TransferPayPalAuthorize.net</div>
Payment Addons	

Payment Debug