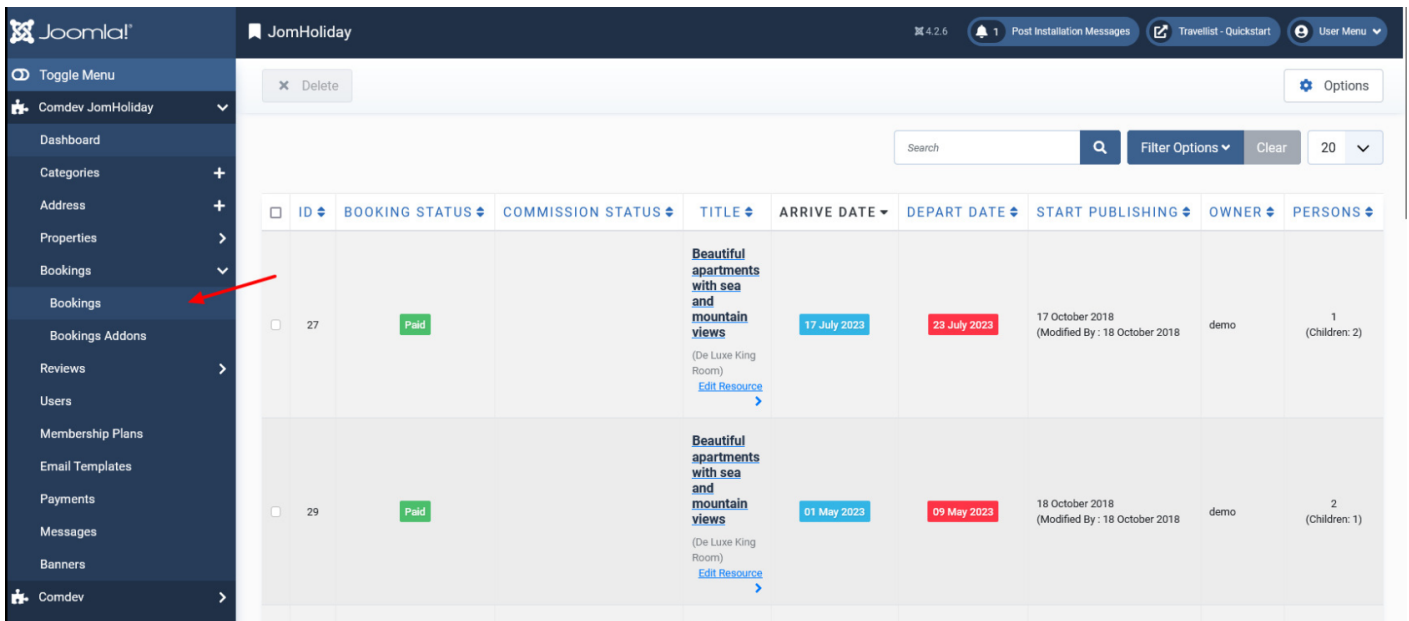


Bookings

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.

A screenshot of the Joomla! administration interface showing a list of bookings. The left sidebar contains a menu with 'Bookings' highlighted and a red arrow pointing to it. The main content area displays a table with columns for ID, Booking Status, Commission Status, Title, Arrive Date, Depart Date, Start Publishing, Owner, and Persons. Two booking entries are visible, both with a 'Paid' status. The first entry has an ID of 27, arrived on 17 July 2023, and departed on 23 July 2023. The second entry has an ID of 29, arrived on 01 May 2023, and departed on 09 May 2023. Both entries are for 'Beautiful apartments with sea and mountain views' and are owned by 'demo'.

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) Edit Resource	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) Edit Resource	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 Dashboard Content Menus Components Users System Help Joomla! Bookings 4.2.6 Travellist - Quickstart

Save Save & Close Close

Booking Details **Payment & Checkout**

Arrive Date 2023-07-17 Depart Date 2023-07-23

Booking Status Pending **Paid** On Hold Cancelled Advance Payment Pay When Arrive

Maximum Persons 1 Children * 2 Resources 7

Notes

Commission Status Not Paid Paid

Payment Summary * 2328

User * demo

Email demo@comdev.eu

User ID 87

User * demo

Registered 2014-06-10 08:42:19

Last Time Active 2024-01-30 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 4.2.6 [Travellist - Quickstart](#)

Save Save & Close Close

Booking Details Payment & Checkout

Checkout Details		Payment Summary	
Checkout Name	Mario	Base Price	2450 EUR
Checkout Surname	Jones	Advance Payment	2328 EUR
Birth Date	1994-08-26	Due Payment	0 EUR
Street	1534ParkRoad	Payment Gateway	<input checked="" type="radio"/> Bank Transfer <input type="radio"/> PayPal <input type="radio"/> Authorize.net
City	USA	Payment Addons	
Postcode	67540		
Country	USA		
Phone Number	445-778-3968		
Special Requests			

Payment Debug

Revision #1

Created 6 March 2024 11:33:50 by Comdev_Wiki

Updated 6 March 2024 12:17:57 by Comdev_Wiki