

IO 5 – Video Guide – Transcript of the videos

Video 9 – Floating Reservation

Hello, welcome back to the FFOED video guide.

Today, we will look at the creation of the floating individual reservation, which will be short and straightforward. If you are in a different section of the PMS, simply click on the calendar icon and check its content.

There are three ways how to create individual floating reservations. The green silhouette icons in the reservation overview and reservation calendar are two options. This procedure is nearly the same as the creation of the group reservation. The difference is in the specification of the rooms and quest.

The next option is to go to Floating Reservations on the left-hand side of the screen. You can click the Voucher icon to see the overview of room types and the individual floating reservations in these categories within the selected period. These reservations are waiting for room assignment, and their list might be seen as well on the right-hand side in the Dashboard, menu floating reservations.

To create the reservation, you can simply select the arrival date, then hold and drag to the departure date and drop the selection there. The reservation details will open; the only difference is in the disabled option, Assigned reservation. To assign the room, you can simply select the option, and the first available room from the list within the category will be assigned. By opening the list, you can change the room.

Now you can save the reservation to get back to the reservation calendar. That's it. These were the possibilities for creating the room reservations. Let's get into their management.

See you during the next video.