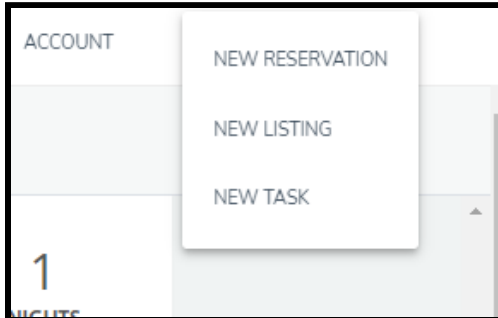
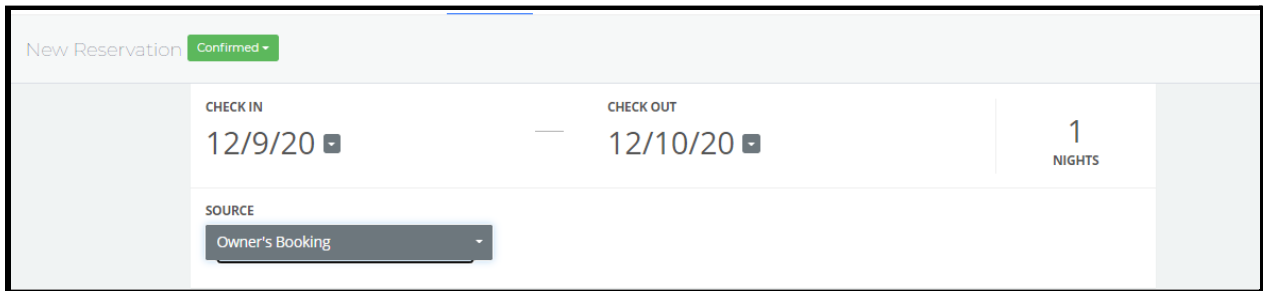


New Owners Booking- Process

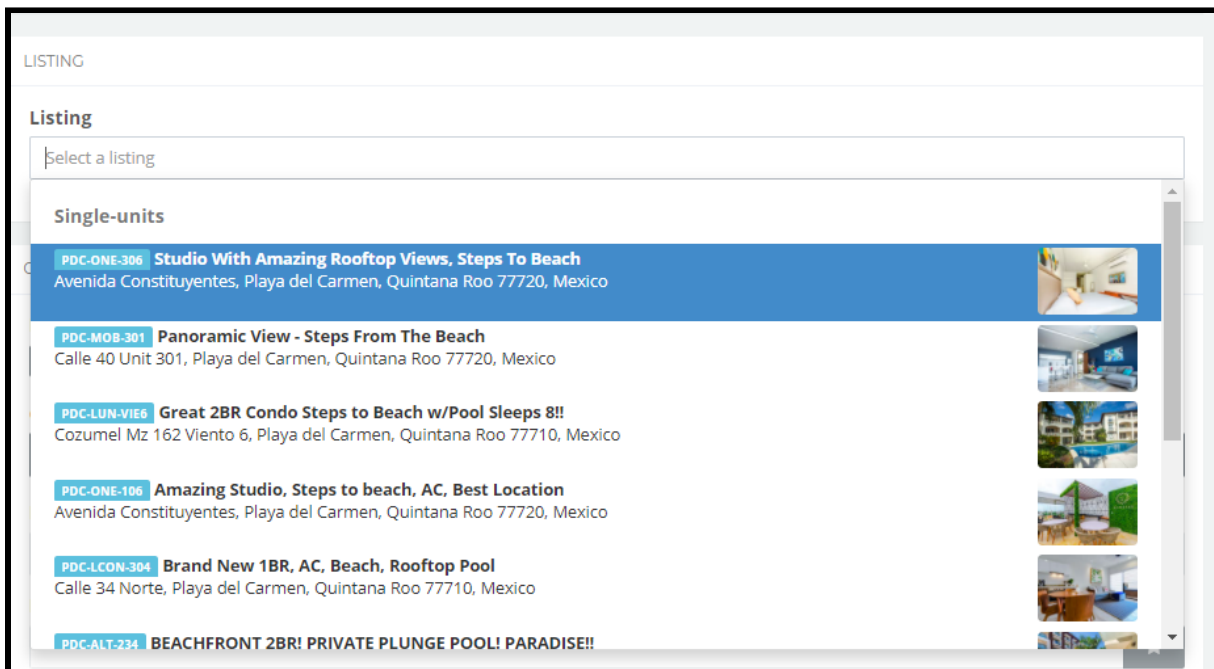
- ❑ 1-Enter New Reservation - In guesty, enter a new reservation on your right hand side .



- ❑ 2-Very important , before entering all the information of the Owner , select **Confirmed reservation** which will always be in color Green .
- ❑ 3-The source to enter is always **Owners Booking** .



- ❑ 4-Select Owners property - Listing



- ❑ 5- Enter Full name of Owner. Just below First and Last name.This information can be provided from the tabs of the listing also .

GUEST

Number of Guests:
2 Guests ▾

Guest:
New guest ▾

First name

Last name

- ❑ 6- **Financial details** All Owners booking are entered in 0 . Accommodation fare, cleaning fare and Guest tax are in Ceros.

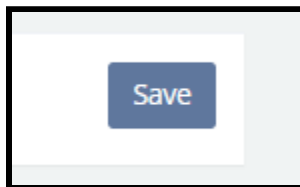
FINANCIALS

Accommodation fare \$

Guest tax \$

Cleaning fare \$

- ❑ 7.- After entering all the information. Enter **SAVE**



- ❑ **8-. Once the owners reservation is entered and confirmed, we select in Extra Information the check mark just beside Owner Booking and SAVE.**

The image shows two side-by-side panels from a reservation management system. The left panel is titled 'Extra information' and contains several sections, each starting with 'A yes no issue' and a checkbox. The 'Owner Booking?' checkbox is checked. At the bottom are 'Cancel' and 'Save' buttons. The right panel shows reservation details for 'Res.jYRkV31kW'. It includes a table with columns 'Status', 'Channel', and 'Guests', showing 'Confirmed', 'Owner's Visit', and '2' respectively. Below this is a 'Listing' section for 'AKU-ANAH-A14' with the address 'Calle 16, Yodzonot, Akumal, Q.R.,...'. Another table shows 'Check In' (Dec 4, 2020 3:00 PM), 'Check Out' (Dec 8, 2020 11:00 AM), and 'Nights' (4). A note at the bottom says 'Check-in form sent'.

- ❑ **9-. For when we look in the Guesty report the owner's arrival it can appear this way.**

The image shows a screenshot of a 'Upcoming Bookings' report in Guesty. The report is filtered by 'ownerbooking?' and shows 5 reservations. The columns are 'CHECK IN', 'CHECK OUT', 'LISTING', 'OWNER BOOKING?', and 'OWNER NAME'.

CHECK IN	CHECK OUT	LISTING	OWNER BOOKING?	OWNER NAME
12/16/2020 3:00 PM	01/06/2021 11:00 AM	PDC-OLS-305 / Luxe 3BR PH! Private Jacuzzi! Steps to Beach!	Yes	
12/21/2020 3:00 PM	01/03/2021 11:00 AM	PDC-ICN-301 / Large 2 BR, Close to Beach, AC, Rooftop Pool!	Yes	
12/25/2020 3:00 PM	01/05/2021 11:00 AM	PDC-ICN-201 / Amazing 2BR Condo w/ Pool+Views!! Dream Location!!	Yes	
12/31/2020 3:00 PM	01/03/2021 11:00 AM	PDC-PAR30-07 / Paradise on a budget, 2 BR in a good location	Yes	
01/13/2021 3:00 PM	01/17/2021 11:00 AM	PDC-LUN-SOLS / 1BR Condo - BEST LOCATION! Pool+Beach! Sleeps 4!!	Yes	Ricard Gomez