



Golden Chain Booking Engine User Guide



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Welcome to the Golden Chain Booking Engine

Golden Chain's investment in technology provides you with an industry-leading online Booking Engine that will deliver commission-free bookings to your property.

To maximise exposure of the Booking Engine, we are also investing in online marketing to ensure your Golden Chain listing on the internet is competitive on Google and other search engines.

The Golden Chain Booking Engine will give your property improved online exposure and simplify the process of managing web inventory and rates.

There are two parts to this User Guide – the 'front end' Home Page of the Booking Engine where guests search and make bookings and the 'back end' Administration Portal where you update information, rates and inventory for your property.

Golden Chain Home Page

The screenshot displays the Golden Chain Booking Engine's home page. At the top left is the Golden Chain logo. To its right is a search bar with a 'search' button. Below the logo is the tagline 'your guide to finding the best holiday accommodation in Australia'. A horizontal navigation menu contains links for 'home', 'rewards program', 'booking policy', 'about us', 'accommodation directory', and 'contact us'. The main visual is a large banner image of a tropical beach with palm trees and turquoise water, overlaid with the text 'golden chain motels "all Australian all over Australia"'. Below the banner is a search form titled 'find accommodation in australia'. The form includes a text input for 'Motel, Suburb, Town, City, Post Code, State, Country', a dropdown for 'Region' with 'Select Region' as the placeholder, a 'Search Within:' field set to '50 km', and a 'Check-in:' field set to 'Jan 31 2011'. A 'Search' button is located to the right of the check-in field. Below the search form are three buttons: 'search by region', 'trip planner', and 'location map'. To the right of the search form is a promotional banner for Virgin Velocity points, which reads 'transfer your card points and get 25% bonus velocity points.' and 'Partnered by Virgin Blue'.

Let's start by taking a look at how guests will use the Booking Engine to locate and book their accommodation online.

Booking Engine Search Panel

The Booking Engine Search Panel lets guests enter the name of a property, suburb, town or even just a postcode to search for accommodation. This field is optimised with auto-populating data that helps narrow the search further.

The search can also be refined by adding a distance radius, selected from a drop down list, or by selecting a region.

The check-in date is selected and clicking on the 'Search' button opens a new window with the results.

Results for Rockhampton QLD, Australia (within 50 km) Show Gold Link Travel Club Rates Show On Map Search Again

		Previous 7 Days							Next 7 Days						
	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May
Fitzroy Motor Inn ROCKHAMPTON (0.8 km)	Next \$150	145	145	145	145	145	145	145	145	145	145	145	145	145	145
Archer Park Motel Rockhampton (0.9 km)	Next \$0	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call
True Blue Motor Inn ★★★★★ Rockhampton North (9.8 km)	Next \$135	99	99	99	99	150	155	155	99	99	99	99	150	155	Call

Clicking the 'Next' link takes guests straight into the property's booking page.

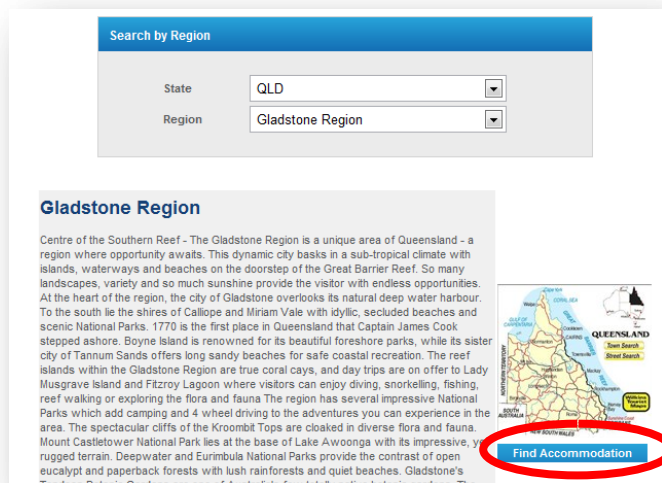
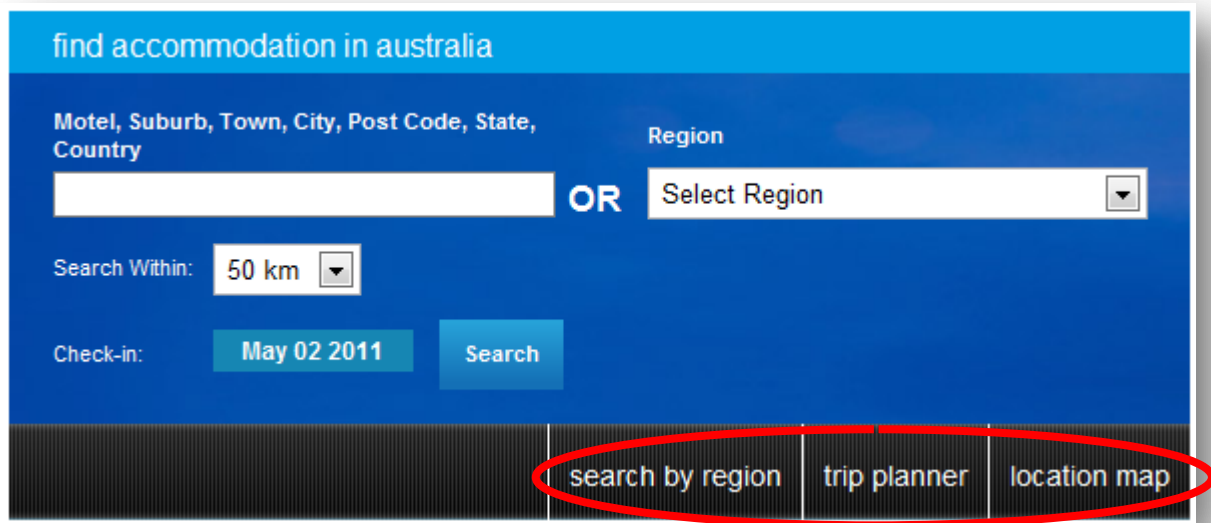
Check In: **May 02 2011** Show Gold Link Travel Club Rates

True Blue Motor Inn ★★★★★

		Previous 7 Days							Next 7 Days						
Room Description	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May
King Suite	Book \$185	165	165	165	165	155	155	155	165	165	165	165	155	155	Call
Queen Suite	Book \$165	150	150	150	150	150	Call	Call	150	150	150	150	150	Call	Call
Queen Twin Room	Book \$175	135	135	135	135	Sold	Sold	Sold	135	135	135	135	Sold	Sold	Call
Standard Room	Book \$135	99	99	99	99	Call	Call	Call	99	99	99	99	Call	Call	Call

Search by Region, Trip Planner or Location Map

Guests can also use the tabs – Search by Region, Trip Planner or Location Map.



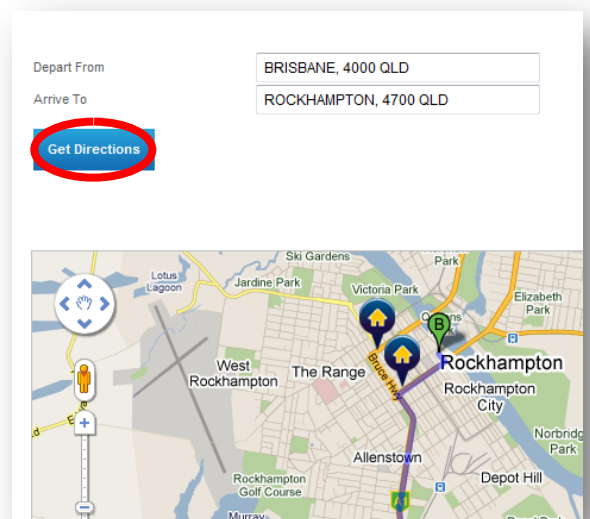
Search by Region enables the state and region to be selected.

Clicking on 'Find Accommodation' displays a list of all Golden Chain properties in that area.

The 'Next' link takes them straight into the property's booking page.

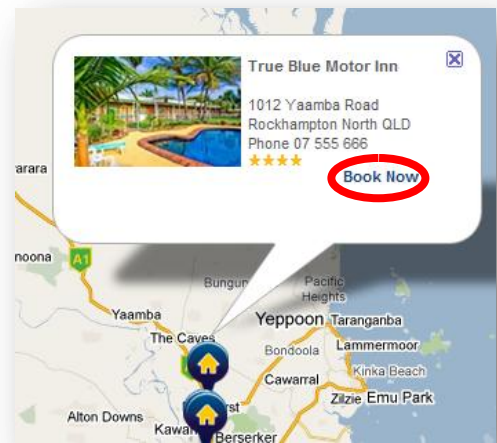
Using the **Trip Planner** allows guests to put in their departure and arrival details and a Google map displays the route, showing all Golden Chain properties along the way.

Clicking on a blue property icon brings up the name and address details, and, the 'Book Now' link takes them straight into the property's booking page.



Using the **Location Map** allows guests to choose the state they want and a Google map displays all Golden Chain properties in that state.

A property can be selected by clicking on a blue property icon and the 'Book Now' link takes them straight through to the booking page.



More detailed property searches

Guests can also search with additional filters including property type, minimum star rating, maximum price per night and a range of facilities using the 'Search Again' button. 'Show on Map' brings up the property on a Google map.

Results for Rockhampton QLD, Australia (within 50 km)

Show Gold Link Travel Club Rates [Show On Map](#) [Search Again](#)

		Previous 7 Days														Next 7 Days	
	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May		
Fitzroy Motor Inn ROCKHAMPTON (0.8 km)	Next	\$150	145	145	145	145	145	145	145	145	145	145	145	145	145	145	145

Clicking 'Find Accommodation' displays the results.

Find Accommodation in Australia

Motel, Suburb, Town, City, Post Code, State, Country

ROCKHAMPTON

Search Within: 50 km Check In: May 02 2011

[Find Accommodation](#)

Advanced Search Options

Filter

Select Region

Motel

3.5

Max price \$/p.n. 125

Show nearest 10

Facilities

- Restaurant/s
- Swimming Pool
- Conference / Meeting facilities
- Internet access
- Bar / Lounge
- Wheelchair accessible
- 24 hour front desk
- Cable TV

Results Page

The Results Page shows the properties that match the criteria entered into the Search Panel with room availability and rates.

Results for Rockhampton QLD, Australia (within 50 km)

Show Gold Link Travel Club Rates [Show On Map](#) [Search Again](#)

		Previous 7 Days														Next 7 Days	
	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May		
Fitzroy Motor Inn ROCKHAMPTON (0.8 km)	Next	\$150	145	145	145	145	145	145	145	145	145	145	145	145	145	145	145
Archer Park Motel Rockhampton (0.9 km)	Next	\$0	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call
True Blue Motor Inn ★★★★ Rockhampton North (9.8 km)	Next	\$135	99	99	99	99	150	155	155	99	99	99	150	155	Call		

When a property is selected from the options, guests can then see the room types, applicable rates and full property details, including photos of both the property and the rooms.

Check In: **May 02 2011**

True Blue Motor Inn ★★★★★ Show Gold Link Travel Club Rates

Previous 7 Days Next 7 Days

Room Description	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May
King Suite Book	\$185	165	165	165	165	155	155	155	165	165	165	165	155	155	Call
Queen Suite Book	\$165	150	150	150	150	150	Call	Call	150	150	150	150	150	Call	Call
Queen Twin Room Book	\$175	135	135	135	135	Sold	Sold	Sold	135	135	135	135	Sold	Sold	Call
Standard Room Book	\$135	99	99	99	99	Call	Call	Call	99	99	99	99	Call	Call	Call

Property Details

1012 Yaamba Road
Rockhampton North QLD
07 555 666
[1800 555 666](tel:1800555666)
info@trueblue.com

[Show On Map](#)

Gold Link Travel Club Members

Gold Link Travel Club members can display the discounted rates by clicking on the 'Gold Link' button.

Once they have entered their details and 'Show Member Rates' has been clicked, the rates are updated and only Gold Link Travel Club rates are displayed on the Results Page.

Results for Rockhampton QLD, Australia
(within 50 km)

Show Gold Link Travel Club Rates Show On Map Search Again

Previous 7 Days Next 7 Days

Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May

Booking and Confirming Accommodation

Booking accommodation is quick and easy.

Guests select the room type and the 'Booking a Room' page displays for guests to enter their details.

As the number of rooms and nights are selected, the Total price updates.

All contact details are entered, including ETA and credit card details, and the booking is made when the 'Book' button is clicked.

Guests receive an automated email confirming all details of the booking and you receive a 'New Booking' alert email.

The screenshot shows the Golden Chain website header with the logo and tagline "your guide to finding the best holiday accommodation in Australia". A search bar is located in the top right. Below the header is a navigation menu with links for "home", "rewards program", "booking policy", "about us", "accommodation directory", and "contact us".

Booking a Room

Number of Rooms:

Total: \$450

Room Description	Full Rate	Mon 02 May	Tue 03 May	Wed 04 May	Thu 05 May	Fri 06 May	Sat 07 May	Sun 08 May	Mon 09 May	Tue 10 May	Wed 11 May	Thu 12 May	Fri 13 May	Sat 14 May	Sun 15 May
Queen Suite	\$165	\$150	\$150	\$150	\$150	\$150	Call	Call	\$150	\$150	\$150	\$150	\$150	Call	Call

Booking Information

Room	Number of Adults	Number of Children	Bedding Configuration
1	2	0	ROLLOUT BED

Guest Information

Room 1	First Name *	Last Name *
	<input type="text" value="John"/>	<input type="text" value="Jackson"/>
Email Address *	<input type="text" value="jj@bp.com"/>	
Mobile Number	<input type="text"/>	
Home Number	<input type="text"/>	
Work Number	<input type="text"/>	

Booking Confirmation #6A81622F81

Thank you for your booking

Confirmation Summary

Your Booking Number is: 6A81622F81

Property	True Blue Motor Inn 1012 Yaamba Road Rockhampton North QLD
Arriving	Wed, May 04 2011
Departing	Sat, May 07 2011
Nights	3
Rooms	1
Total Charge	\$450
Payment	Visa-xxxx-xxxx-xxxx-3456
Guest Names	Jackson, John

Your booking confirmation will be sent to your email address.
We look forward to welcoming you.

Administration Portal

Let's take a look at the 'back end' or administration area of the Booking Engine where you set up your property details, including photos, allocate the rooms you want available online, set room rates and see the bookings received.

Logging In

At the bottom of the Golden Chain Home page is the 'Admin' link, click on this to access the Administration Portal.

When you enter your login user name and password, a new window opens with the various tabs where you can manage your property, inventory, rates and bookings.

Home tab

The Home tab is a summary of how your property appears on the 'front end' search results of the Booking Engine. You can use this screen to view the changes you make in the Administration Portal.

Room Package Description		Full Rate	Previous 7 Days							Next 7 Days						
			Mon 28 Feb	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Mon 07 Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar
Family	Edit	\$210	190	195	195	195	195	195	195	195	195	195	195	195	195	195
King Suite	Edit	\$185	Call	165	165	165	Sold	165	165	165	Sold	165	165	165	165	165
Queen Suite	Edit	\$165	Call	Call	Call	Call	150	150	150	Call	Call	Call	Call	150	150	150
Queen Twin Room	Edit	\$175	Call	145	145	145	Call	Call	Call	Sold	145	145	145	Call	Call	Call
Standard Room	Edit	\$135	Call	99	99	99	99	Call	Call	99	Sold	Sold	99	99	Call	Call

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Rates & Inventory tab

The Rates & Inventory tab is where you update the number of rooms, per room type, you want available for sale, and the rates you want to display on the Booking Engine.

Home | Rates & Inventory | Property Details | Policies | Room Type | Room Packages | Images | Guest Bookings

Update Inventory and Rates

Start Date: **Mar 01 2011**

Update Availability Stop Sell **Bulk Inventory Update** Copy Across Copy Down

Room Type Description	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Mon 07 Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar	Mon 14 Mar
Family	2	2	1	1	2	2	2	2	2	2	2	2	2	2
King Suite	3	3	3	0	3	3	3	0	3	3	3	3	3	3
Queen Suite	5	5	5	4	4	4	5	5	5	5	5	5	5	5
Queen Twin Room	3	3	3	3	1	0	0	3	3	3	3	3	3	3
Standard Room	6	6	6	6	0	0	6	0	0	6	6	6	6	6

<< 2 weeks | < 1 week | 1 week > | 2 weeks >>

Update Rates **Bulk Rate Update** Copy Across Copy Down

Room Packages	Full Rate	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Mon 07 Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar	Mon 14 Mar
Family	\$210	195	195	195	195	195	195	195	195	195	195	195	195	195	195
King Suite	\$185	165	165	165	165	165	165	165	165	165	165	165	165	165	165
Queen Suite	\$165	0	0	0	150	150	150	0	0	0	0	150	150	150	0
Queen Twin Room	\$175	145	145	145	0	0	0	145	145	145	145	0	0	0	145
Standard Room	\$135	99	99	99	99	0	0	99	99	99	99	99	0	0	99

<< 2 weeks | < 1 week | 1 week > | 2 weeks >>

In both *Update Availability* and *Update Rates*, the Bulk Inventory and Bulk Rate Update tools allow you to quickly select the details you want to change.

The Copy Across and Copy Down buttons are also available to quickly populate the cells.

The Stop Sell button is a quick 'brake' to remove all inventory off the Booking Engine. Handy in the event that a large booking is taken and you need to stop online bookings for that period of time.

You can also scroll forward and backwards 1 or 2 weeks at a time.

Start Date: **Mar 01 2011**

Stop Sell **Bulk Inventory Update** Copy Across Copy Down

Mon Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar	Mon 14 Mar
2	2	2	2	2	2	2	2
3	0	3	3	3	3	3	3
5	5	5	5	5	5	5	5
0	3	3	3	3	3	3	3
6	0	0	6	6	6	6	6

! weeks >>

Bulk Rate Update Copy Across Copy Down

Mon Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar	Mon 14 Mar
195	195	195	195	195	195	195	195
165	165	165	165	165	165	165	165
0	0	0	0	150	150	150	0
145	145	145	145	0	0	0	145
99	99	99	99	99	0	0	99

! weeks >>

Queen Twin Room	3	3	3	3	1	0	0	3	3	3	3	3	3	3
Standard Room	6	6	6	6	0	0	6	0	0	6	6	6	6	6

<< 2 weeks | < 1 week | 1 week > | 2 weeks >>

In *Update Availability*, where you enter '0' rooms for sale, the Booking Engine will display 'Sold' on those room types.

In *Update Rates*, where you do not enter a rate, the Booking Engine will display 'Call' so that guests can ring you directly and enquire for your rates and availability.

True Blue Motor Inn
Current Rates

Room Package Description	Full Rate	Previous 7 Days							Next 7 Days						
		Mon 28 Feb	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Mon 07 Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar
Family Edit	\$210	190	195	195	195	195	195	195	195	195	195	195	195	195	195
King Suite Edit	\$185	165	165	165	165	Sold	165	165	165	Sold	165	165	165	165	165
Queen Suite Edit	\$160	Call	Call	Call	Call	150	150	150	Call	Call	Call	Call	150	150	150
Queen Twin Room Edit	\$175	Call	145	145	145	Call	Call	Call	Sold	Call	145	145	Call	Call	Call
Standard Room Edit	\$135	Call	99	99	99	99	Call	Call	Call	Sold	Sold	99	99	Call	Call

Update Inclusions is where you add the details of what is included in the room price. For example, "room only" or "includes breakfast". The information you put here is what your guests will see when they 'mouse over' a room on the Booking Engine.

Update Inclusions

Room Packages	Inclusions
Family	Includes Breakfast for 4 people
King Suite	Includes Breakfast
Queen Suite	Includes Breakfast

Don't forget to click the 'Save' button!

When you click 'Save', all changes you have made are automatically published on the Golden Chain Booking Engine.

You can click on the Home tab to see how the Results page will display.

Property Details tab

The Property Details tab is where details of your property are shown.

The *Property Information* section includes property name, addresses, phones, fax, email, website, property description, number of rooms, star rating and longitude and latitude - used for geo-mapping. These details need to be updated via the Golden Chain head office so please contact us directly for any changes.

The *Booking Engine Display Details* section is where you enter property details you want to display on the Booking Engine.

Items ticked in the property facilities list are also displayed on the Booking Engine.

Don't forget to click 'Save' when you make any changes!

Policy tab

The Policy tab is where you manage discounts for Golden Chain Travel Club members and the payment policy for all Booking Engine bookings.

The screenshot shows the 'Policies' tab in the Booking Engine interface. The 'Discount Policy' section is titled 'Discount Policy for GoldLink Loyalty Club Members'. It contains three settings:

- For rooms at Full Rate (+/- \$10.00) - Loyalty Club Discount to apply 10%
- For rooms at less than Full Rate - Loyalty Club Discount to apply: No Discount, 5 %, 20 \$
- For rooms at more than Full Rate - Loyalty Club Discount to apply: No Discount, 20 %, \$

The 'Payment Policy' section has three options:

- Process full amount of booking via PayPal
- Process first night of booking via PayPal
- Store credit card details for processing later

A 'Save' button is located at the bottom left of the form.

Under *Discount Policy*, the 10% Golden Chain Travel Club discount will automatically be applied to all rooms listed at rack rate, add or minus \$10.00.

There are two additional discount options you may wish to offer Golden Chain Travel Club members.

For rooms at less than full rate you can select from 'No Discount' or enter a percentage or a dollar value. Select the radio button to activate the option you want to publish on the Booking Engine.

And, for rooms at more than the full rate, you have the same discount policy options to select from.

Click the 'Save' button to automatically apply these discounts

Under *Payment Policy* there are three payment options you can select from.

- Process full amount of booking via PayPal – requires the guest to make the full payment when making the booking.
- Process first night of booking via PayPal – requires the guest to make just the first night when making the booking
- Store credit card details for processing later – requires the guest to enter their credit card details so you have them on file but does not process any payment.

Just select the option you prefer and click 'Save'.

Room Type tab

The Room Type tab is where you add, edit and remove room types, and add the room images you want to display on the Booking Engine.



For each room type you can set up the room capacity, number of adults and children, and, bedding configurations.

You can also select the specific room facilities, per room type, in the *Room Facilities* section.

Click the 'Save' button to keep any changes you make.

Note: Room Type cannot be removed if there is a Room Package using this room type in use.

The screenshot shows the 'Room Type Details' and 'Room Facilities' configuration page. The 'Room Type Details' section includes the following fields:

Room Type *	Family
PMS Room Type Code	
Total Room Capacity	4
Maximum Number of Adults	2
Maximum Number of Children	2
Double Beds	1
Single Beds	2

The 'Room Facilities' section is divided into three columns:

Room Features	Laundry Features	Internet
<input type="checkbox"/> Balcony / Courtyard	<input type="checkbox"/> Washing machine	<input type="checkbox"/> Dial-up
<input type="checkbox"/> Desk	<input type="checkbox"/> Dryer	<input checked="" type="checkbox"/> Broadband
<input checked="" type="checkbox"/> Opening windows	<input checked="" type="checkbox"/> Iron & ironing board	<input type="checkbox"/> Wireless/Wifi
<input checked="" type="checkbox"/> Non-smoking only	<input type="checkbox"/> Trouser press	
<input type="checkbox"/> Non-smoking or smoking on request	<input type="checkbox"/> Clothes line/airer	

Below these are sections for 'General Amenities', 'Bathroom features', and 'Climate control'.

Adding new room images

You can also add new room images in this tab.

Click on the 'Add Images' link for the room type you want to add images to.

Click 'Browse'. This opens a window to let you select the photo you want to upload from your computer.

Once you have located it, click the 'Open' button at the bottom right of the window and then the 'Upload' button. This will add your photo.

You can change the order of the images by clicking on the image and while holding the left mouse button down drag it in to the position you want. Click 'Save Order' button.

To delete an image, click on the photo you want to delete and then click the 'Delete' link.

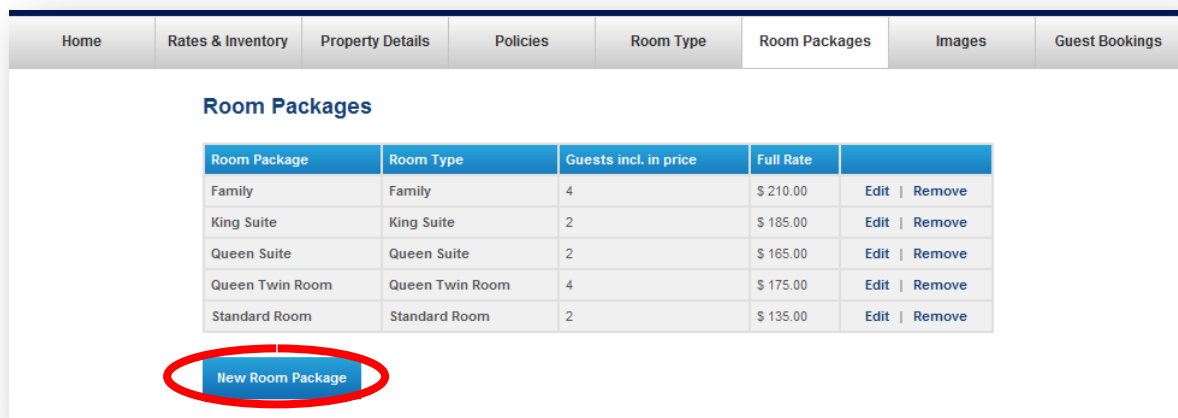
Any changes made, including new photos, will automatically display on the Booking Engine.

The screenshot shows the 'Images' management interface. It includes an 'Add a new image' section with a 'Find image on your computer:' field, a 'Browse...' button, and an 'Upload' button. Below this is a preview of an image with a 'Delete' link. At the bottom is a 'Save Order' button.

Room Packages tab

The Room Packages tab is where you set up the rooms you want to display on the Booking Engine. You can add a new room package, edit an existing one or remove a room package altogether.

To add a new room package, click the 'New Room Package' button and follow these steps:



1. Select the room type from the drop down list
2. Enter your PMS rate code, if relevant
3. Tick if this is your lead-in room package
4. Put in the full rate for the room package
5. Select the minimum night stay
6. Put in the cancellation policy
7. Give the room package a name
8. Put in a description of the room package
9. Select the number of people included in the rate and the per night charges for extra adults and children
10. Click 'Save' to keep your new room package – this will automatically be added to your list of inventory

Queen Suite

Room Package Details

Room Type * Queen Suite

PMS Rate Code

Is this your lead-in room package?

Full Rate 165

Minimum Night Stay * 2

Cancellation Policy 24 hour notice required

Room Package Description

Room Package Name * Queen Suite

Advertised Room Description * Queen Suite, spacious room with corner spa bath

* required fields

Guests Capacity

Guests

Total Room Capacity 1 Number included in rate 2

Adults

Maximum number of adults 2 Extra Adults \$/p.n. 20

Children

Maximum number of children 1 Extra Children \$/p.n. 10

Bedding

Double Beds 1 Single Beds 0

Save

Images tab

The Images tab is where you upload pictures of your property to display on the Booking Engine.

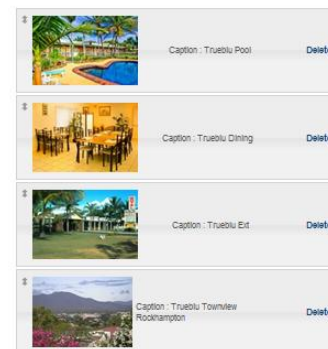
These pictures would include a property road shot, your reception area, swimming pool, gardens etc...

Click 'Browse'. This opens a window to let you select the photo you want to upload from your computer.

Once you have located it, click the 'Open' button at the bottom right of the window. Enter a caption for the image and then click the 'Upload' button. This will add your photo.

You can change the order of the images by clicking on the image and while holding the left mouse button down drag it in to the position you want. Click 'Save Order' button.

Images



save Order

To delete an image, click on the photo you want to delete and then click the 'Delete' link.

Any changes made, including new photos, will automatically display on the Booking Engine.

Guest Bookings tab

The Guest Bookings tab displays all bookings received through the Booking Engine.

Home	Rates & Inventory	Property Details	Policies	Room Type	Room Packages	Images	Guest Bookings		
Filter									
<input type="radio"/> Booking Date <input checked="" type="radio"/> Check-in Date									
From:	Feb 05 2011	To:	Apr 30 2011	Room Type:	All	<input type="button" value="Search"/>			
Results									
Reservation	Booking Date	Guest Name	Check In	Check Out	Number Of Rooms	Room Nights	Room Package	Room Type	Net Incl. Tax (\$)
EFD210A14E	Jan 28 2011, Fri	Frank Jones	Feb 10 2011, Thu	Feb 13 2011, Sun	1	3	Queen Suite	Queen Suite	525
A0EEE763DC	Jan 28 2011, Fri	Michaela Sorrenson	Feb 23 2011, Wed	Feb 27 2011, Sun	1	4	King Suite	King Suite	740
BF8F5236D9	Jan 28 2011, Fri	Mary Olsen	Mar 03 2011, Thu	Mar 05 2011, Sat	1	2	Family	Family	390
8E146AF4A0	Jan 31 2011, Mon	John Jackson	Mar 04 2011, Fri	Mar 07 2011, Mon	1	3	Queen Suite	Queen Suite	450
Total						4	12		\$2,105

You can filter by from and to dates, room types and booking or check in date. You can also sort the columns by clicking on the headings.

Clicking on a reservation number or guest name opens the booking for full details.

As you will receive booking alerts via email for each new booking received, the Guest Bookings tab provides a handy history of all bookings in case you need to look up some details.

Logging Out

To log out of the Admin portal, click on the Log Out link.



GOLDEN CHAIN
your guide to finding the best holiday accommodation in Australia

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True Blue Motor Inn

Current Rates

Room Package Description	Full Rate	Previous 7 Days							Next 7 Days						
		Mon 28 Feb	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Mon 07 Mar	Tue 08 Mar	Wed 09 Mar	Thu 10 Mar	Fri 11 Mar	Sat 12 Mar	Sun 13 Mar
Family	\$210	190	195	195	195	195	195	195	195	195	195	195	195	195	195
King Suite	\$185	Call	165	165	165	Sold	165	165	165	Sold	165	165	165	165	165
Queen Suite	\$165	Call	Call	Call	Call	150	150	150	Call	Call	Call	Call	150	150	150
Queen Twin Room	\$175	Call	145	145	145	Call	Call	Call	Sold	145	145	145	Call	Call	Call
Standard Room	\$135	Call	99	99	99	99	Call	Call	99	Sold	Sold	99	99	Call	Call

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In Closing

At Head Office we are working hard to deliver you world class tools to market your property online.

For those already familiar with this type of technology, you will find it easy to use and integrate into your business. For those who are newer, we encourage you to take the step with us – you will not regret it!

We hope you found this User Guide helpful. Another training resource you may like to refer to is the Golden Chain Booking Engine Training Video.

Centium Software Customer Support

Centium Software is available for any assistance you may require in setting up your property.

Please give the customer support team at Centium a call on 1300 236 848. They are available 24 hours a day, 7 days a week.

Or give us a call at the Golden Chain office and talk to our IT Support Officer.