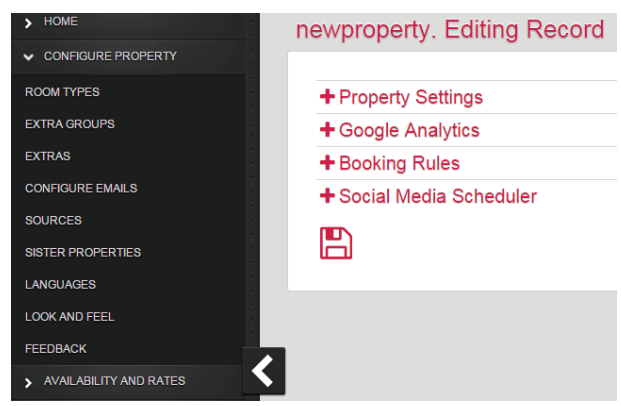


QuickStart Guide

1. Sign Up to Book Serve
2. Login with the details
(Check your email)
3. Select Configure Property and fill in Property Settings and Booking Rules.




Active

Room Type Name

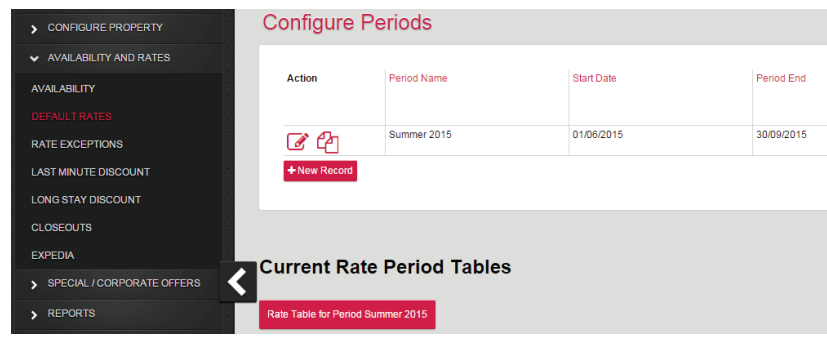
Description

Display Order

Number of Units

Room Image JPG 
 No file chosen

4. Create at least 1 room type, and attach an image to the room. We recommend using an image 200px wide.
5. Create a Rate Period:

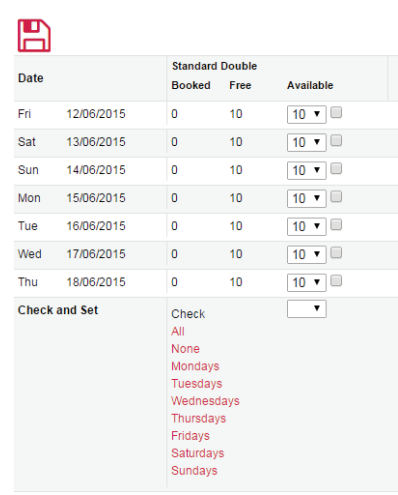


6. Set the room pricing by editing the Rate Period. The price is made up of the room price + the adults + the children.

Editing Standard Double for Summer 2015 .

Day of Week	Room Rate	Plus Adult	Plus Child	Minimum Stay
Monday	70	15	10	1
Tuesday	70	15	10	1
Wednesday	70	15	10	1
Thursday	70	15	10	1
Friday	70	15	10	1
Saturday	70	15	10	1
Sunday	70	15	10	1
Check and Set	All None 70	All None 15	All None 10	All None 1

7. Put up some availability by clicking 'Availability'



Date	Standard Double		
	Booked	Free	Available
Fri 12/06/2015	0	10	10
Sat 13/06/2015	0	10	10
Sun 14/06/2015	0	10	10
Mon 15/06/2015	0	10	10
Tue 16/06/2015	0	10	10
Wed 17/06/2015	0	10	10
Thu 18/06/2015	0	10	10
Check and Set	Check All None Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays		

8. You're ready to accept bookings!

This is a very basic setup. Next steps are to make some really attractive offers, and to customise your HTML mailouts. Learn how to attract more bookings through support.book-serve.com