

Please log-in to your demo account and follow the following steps

1. Check in your availability screen how many adult/children you have in-house tomorrow.
2. What is your BAR for your standard room type today for a stay of 3 nights?
Are there any add-ons included in this rate?
3. Check in Housekeeping > room status if you have any clean/inspected rooms for check-in.
4. Make a reservation for your best friend for tomorrow – for 2 nights.
5. Add a routing to the reservation – **Hotelbeds** is going to pay for all charges – payment method = Direct Bill.
6. Please add an extra night to your friend's reservation.
7. Change the departure time to 04.00PM.
8. Add extra add-on to the reservation.
9. Add credit card credentials to the reservation:
CC nr: 4111 1111 1111 1111
CCV: 000
Expiry date: 01/23
10. Authorize the Credit Card for 50 Pounds.
11. Add an additional external reference number to the reservation.
12. Move the arrival date to today and check-in your friend.
13. Toggle the Housekeeping Service off in the stay card of the reservation.
14. Add an action to the reservation for Housekeeping: add extra pillow tomorrow.

- 15.From the **Room Diary**, move the room to any other room.
- 16.Create a house account from the Front Desk tab.
- 17.Remove the routing from the reservation.
- 18.Route **room** charges **only** from the reservation to the account you have created.
- 19.Move the check-out date of your friend's reservation to today.
- 20.Review the pro-forma invoice on bill #2.
- 21.Check out the reservation.
22. Review a list of all **vacant dirty** rooms for Housekeeping from the Room Status tab.
- 23.Put room #201 **Out Of Order** for 5 days – There's a technical issue in the room.
- 24.Please review who has last changed the status of room #101 in the room status tab.
- 25.Check in your Cashier how much cash you've received during your shift so far.
- 26.Review the **Comparison Report** – How many OOO rooms do you have today?
- 27.Review the **Forecast by date range Report** – How many departures do you have the day after tomorrow?