



Bookeasy 2.0

Phase 2



What's Changing?

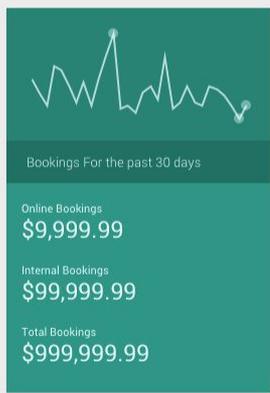
- ★ New main menu dashboard
- ★ New responsive layout
- ★ Easily view unconfirmed bookings
- ★ Easily view Gold Medal operator stats
- ★ Quick access to latest reservations
- ★ Quick access to top performing operators

- Home
- Filter Menu Options
- Operator Search
- Itinerary Search
- Client Search
- Make Bookings +
- Manage Reservations +
- Retail +
- Financials +
- Operators +
- Run Operator Returns +
- Manage Operator Returns +
- Administration +
- Extra's +
- Reporting +
- Terms and Conditions

Operator Search | Itinerary Search | Client Search

ACCOMMODATION | TOURS | TICKETS | CARS

Reservations | Payments | Retail | External Search



Most Recent Payments

5342162 - Online	\$440.00
5340474 - Online	\$297.00
5341951 - Tuesday	\$7.00
5341709 - Tuesday	\$3.95
5341677 - Tuesday	\$75.00



- Best Selling Operators
- Swan Valley Tours (134)
 - Out & About Wine Tours (80)
 - Edgecombe Chalets (55)
 - Big 4 Perth Vineyards Holiday ... (41)
 - Swan Valley Shuttle Service (37)

Operator Returns | Quick Tour Booking | Reporting | Campaigns

Unconfirmed Bookings | Most Recent Bookings

Responsive Layout

The new Dashboard main menu is Bookeasy's first step to a fully responsive experience.



Getting to know the new dashboard

The dashboard is titled "BOOKEASY" and includes a user profile for "Matthew" in the top right corner. A left-hand navigation menu lists various functions such as Home, Filter Menu Options, and Operator Search. The main content area is organized into a grid of modules. Search filters for Operator, Itinerary, and Client are at the top. A central navigation bar offers options for ACCOMMODATION, TOURS, TICKETS, and CARS. Below this, a row of modules includes Reservations, Payments, Retail, and External Search. The Reservations module shows booking statistics for the past 30 days. The Payments module displays a list of recent payments. The Retail module features a circular gauge showing 89% for Total Gold Medal Operators, with sub-gauges for 94% in Tour & Tickets and 86% in Accommodation. The External Search module lists the top 5 best-selling operators. At the bottom, a row of modules includes Operator Returns, Quick Tour Booking, Reporting, and Campaigns. Two blue callout boxes with arrows point to the search filters and the central navigation bar, respectively.

← BOOKEASY Matthew

Home
Filter Menu Options
Operator Search
Itinerary Search
Client Search
Make Bookings +
Manage Reservations +
Retail +
Financials +
Operators +
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Manage Operator Returns +
Administration +
Extra's +
Reporting +
Terms and Conditions

Operator Search Itinerary Search Client Search

ACCOMMODATION TOURS TICKETS CARS

Reservations Payments Retail External Search

Click to search reservations

Click to view daily payments processed

Search operators, itineraries or clients

Click to search accommodation, tours, tickets or car hire

Bookings For the past 30 days

Online Bookings: **\$7,501.00**
Internal Bookings: **\$52,423.00**
Total Bookings: **\$59,924.00**

Most Recent Payments

Payment ID	Amount
5341951 - Tuesday	\$7.00
5341709 - Tuesday	\$3.95
5341677 - Tuesday	\$75.00

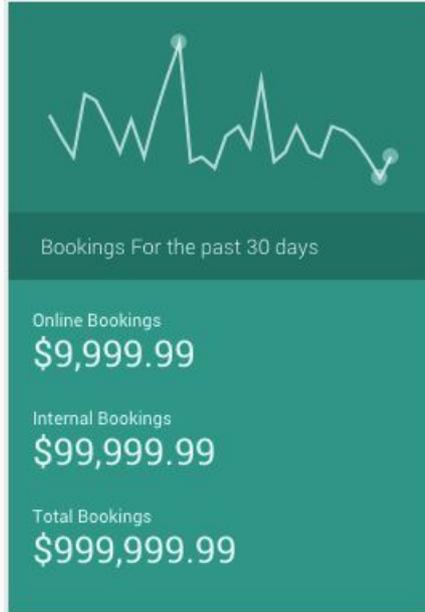
Total Gold Medal Operators: **89%**

Tour & Tickets: **94%** Accommodation: **86%**

Best Selling Operators

- Swan Valley Tours (134)
- Out & About Wine Tours (80)
- Edgecombe Chalets (55)
- Big 4 Perth Vineyards Holiday... (41)
- Swan Valley Shuttle Service (37)

Operator Returns Quick Tour Booking Reporting Campaigns



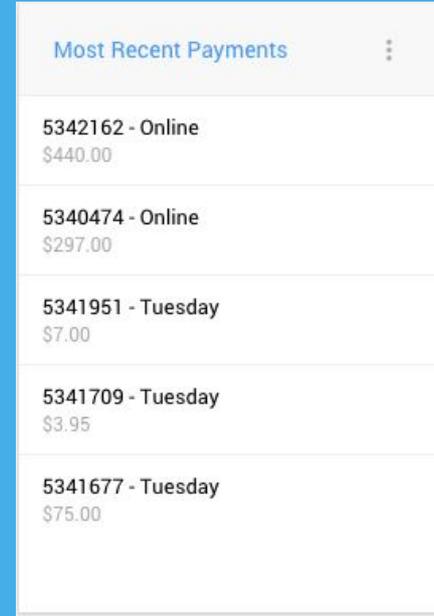
Quick access to booking stats

View booking revenue
statistics at a glance

be

Recent Payments at a glance

Easily view and access the most recent payments processed in your Bookeasy console



Most Recent Payments
5342162 - Online \$440.00
5340474 - Online \$297.00
5341951 - Tuesday \$7.00
5341709 - Tuesday \$3.95
5341677 - Tuesday \$75.00



Gold Medal Stats

View what percentage of operators are Gold Medal at a glance

Best Selling Operators

Quick access to your
Tourism Centre's
best selling operators

Best Selling Operators	
1	Swan Valley Tours 134
2	Out & About Wine Tours 80
3	Edgecombe Chalets 55
4	Big 4 Perth Vineyards Holiday ... 41
5	Swan Valley Shuttle Service 37

Recent Bookings

Quick access to your
Tourism Centre's
most recent bookings

Most Recent Bookings		
Itinerary	Guest Name	Cost
4916614	Deborah Brown	\$170.00
4760545	Terri Flanagan	\$300.00
4895008	Jeffrey Stephens	\$620.00
4895008	Jeffrey Stephens	\$480.00
4760545	Terri Flanagan	\$560.00
4907705	Jim Roberts	\$580.00
4802464	Lisa Petric	\$185.00
4921297	peter watts	\$240.00
4505744	Pamela Hyde	\$125.00
4505744	Pamela Hyde	\$0.00

Unconfirmed Bookings

Increase conversions with easy view and access to your Tourism Centre's 24hr unconfirmed bookings.

Unconfirmed Bookings		
Itinerary	Guest Name	Cost
4954291	Joan Gilles	\$360.00
4955260	Susan Laird	\$230.00
4955487	Brian Gray	\$648.00
4955509	Geetika Pannu	\$900.00

How do I make bookings via the dashboard?

At the top of the Dashboard you will find four buttons:

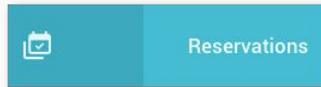
- Accommodation
- Tours
- Tickets
- Cars



Click the appropriate button to access and proceed to conduct a product search and make bookings as per normal.

How can I view and access my reservations?

Click the *Reservations* button located under the product search to load your list of reservations.



Alternatively, select the *Manage Reservations > Search Reservations* link found in the left hand menu.

How can I view and access my daily payments?

Click the *Payments* button located under the product search to load your list of daily payments (formerly known in the classic menu as *Payments Today*).



What if the page I'm trying to access is missing?

If you come across any issues in trying to access a specific screen in your Bookeasy Console, try searching for it in the new left hand menu. Failing that, don't hesitate to [contact the team at Bookeasy](#) who will be able to point you in the right direction!



Will my web browser support these changes?

In order to ensure all functionality is provided as intended it is highly recommended you [view our further information on browser support here](#).



Can I stick with the Classic Menu for now?

Bookeasy will allow users to switch to the original theme classic menu via the following methods:

1. By selecting the *Classic Menu* button via the new dashboard.



2. By setting individual user logins to load the classic menu by default when logging into Bookeasy - [see how](#).

How do I log a support request and access the forum?

To log a support request, view the online help or access the [forum](#), click the appropriate button found at the bottom of the Dashboard.



What's next after Phase 2?

Once Phase 2 has been completed, Bookeasy will continue to work towards our intended release of all subsequent phases for the migration to Bookeasy 2.0. Further communication and timeframes will be made available as we progress, with details of what future releases are in store found [here](#).

