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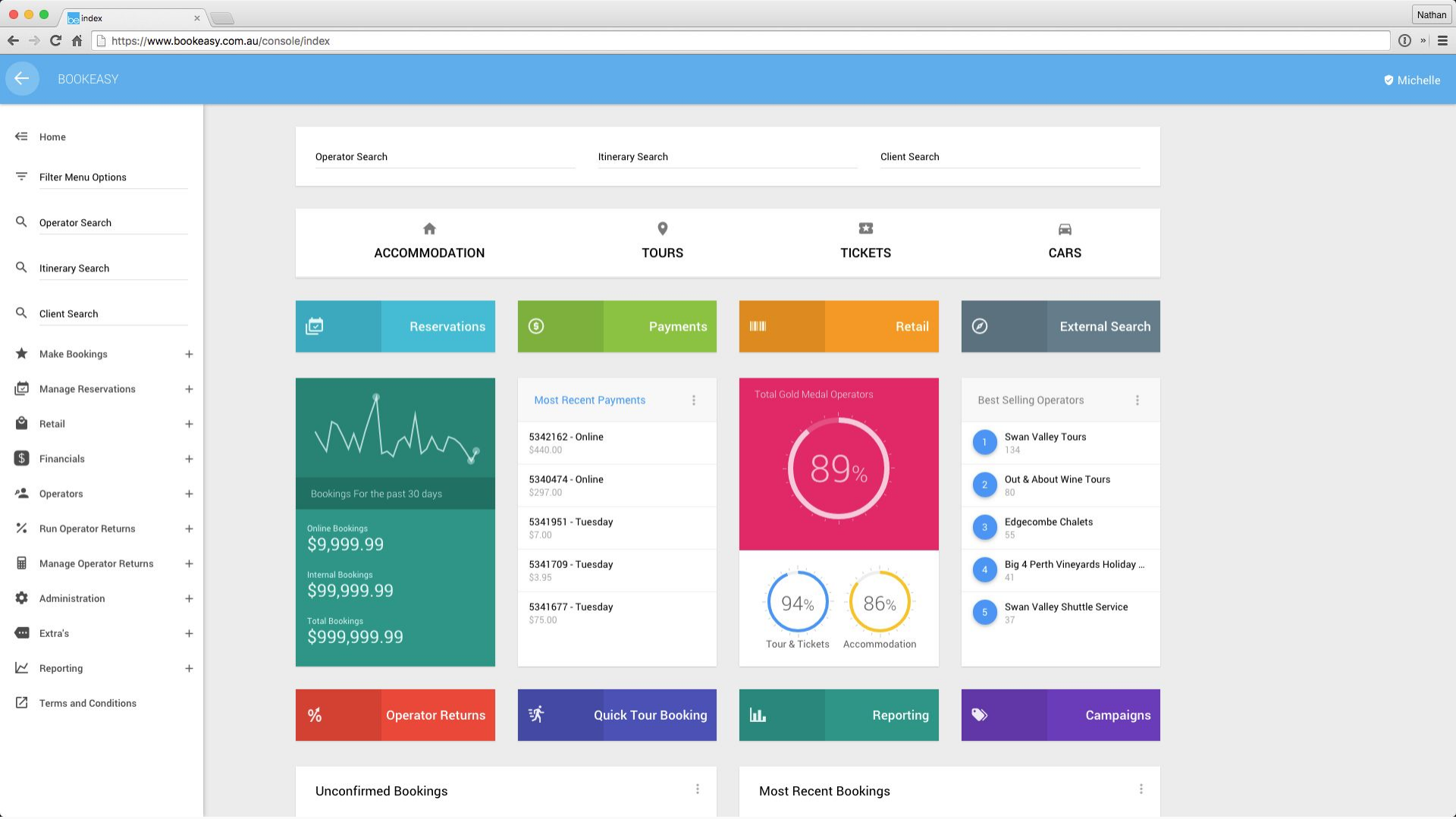
bookeasy

Bookeasy 2.0

Phase 2

What's Changing?

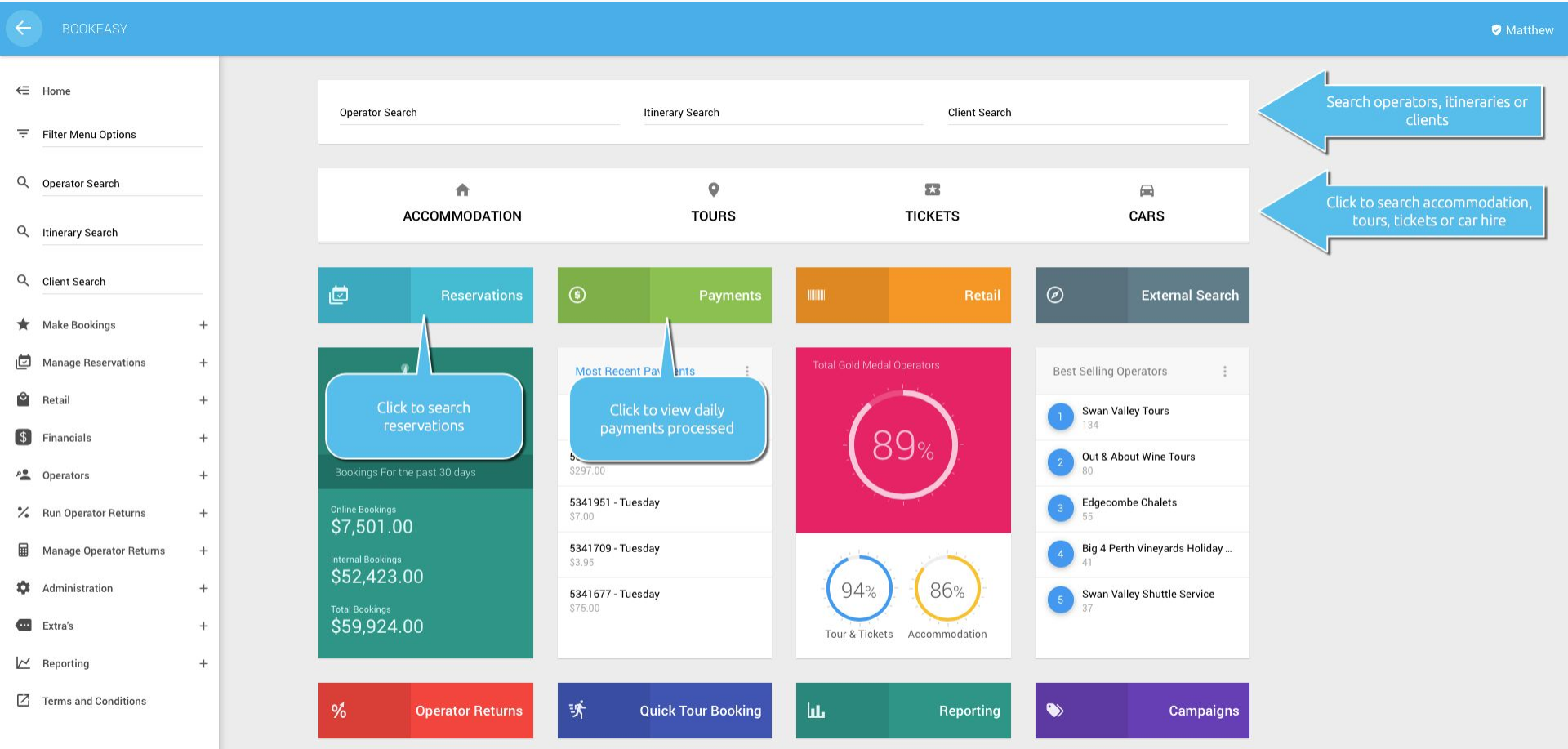
- ★ New main menu dashboard
- ★ New responsive layout
- ★ Easily view unconfirmed bookings
- ★ Easily view Gold Medal operator stats
- ★ Quick access to latest reservations
- ★ Quick access to top performing operators

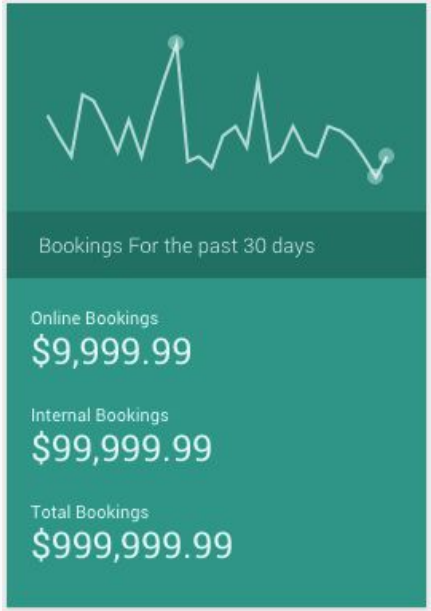

index
Nathan
https://www.bookeasy.com.au/console/index
BOOKEASY
Michelle
Home
Filter Menu Options
Operator Search
Itinerary Search
Client Search
Make Bookings
Manage Reservations
Retail
Financials
Operators
Run Operator Returns
Manage Operator Returns
Administration
Extra's
Reporting
Terms and Conditions
Operator Search
Itinerary Search
Client Search
ACCOMMODATION
TOURS
TICKETS
CARS
Reservations
Payments
Retail
External Search
Bookings For the past 30 days
Online Bookings
$9,999.99
Internal Bookings
$99,999.99
Total Bookings
$999,999.99
Most Recent Payments
5342162 - Online
$440.00
5340474 - Online
$297.00
5341951 - Tuesday
$7.00
5341709 - Tuesday
$3.95
5341677 - Tuesday
$75.00
Total Gold Medal Operators
89%
94%
Tour & Tickets
86%
Accommodation
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
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





Quick access to booking stats

View booking revenue statistics at a glance

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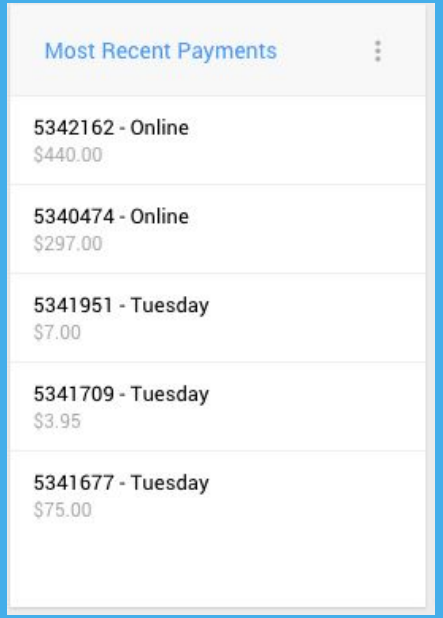
Recent Payments at a glance

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

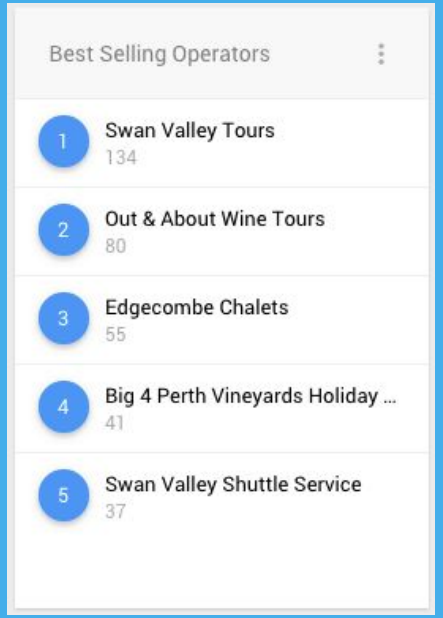


Gold Medal Stats

View what percentage of operators are Gold Medal at a glance

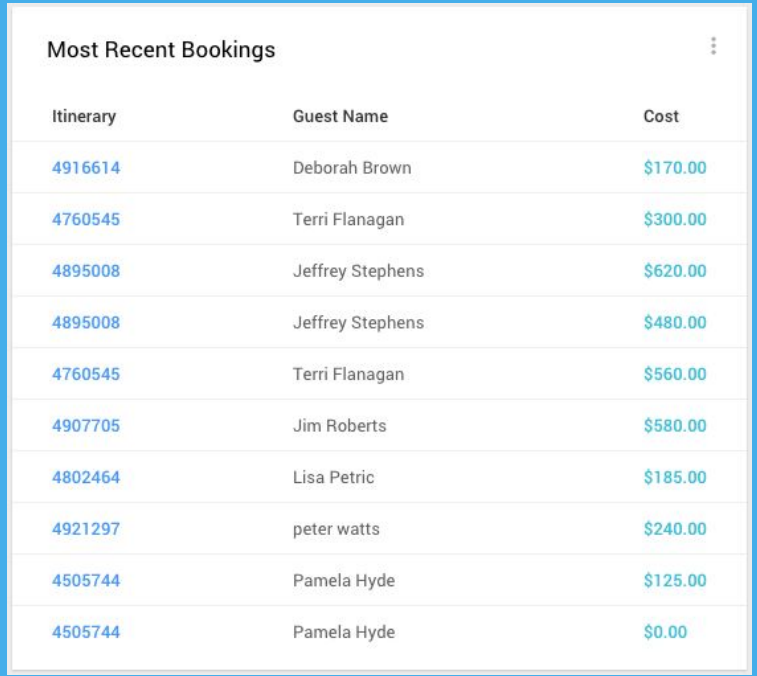
Best Selling Operators

Quick access to your Tourism Centre's best selling operators



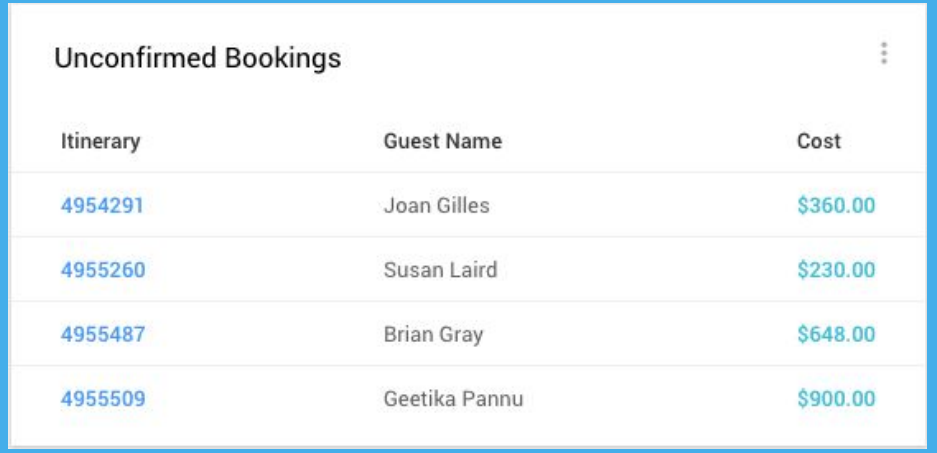
Recent Bookings

Quick access to your Tourism Centre's most recent bookings



Unconfirmed Bookings

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



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.

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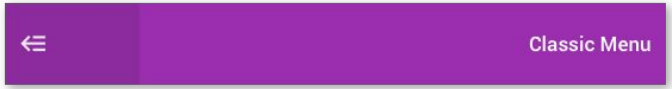
Can I stick with the Classic Menu for now?

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

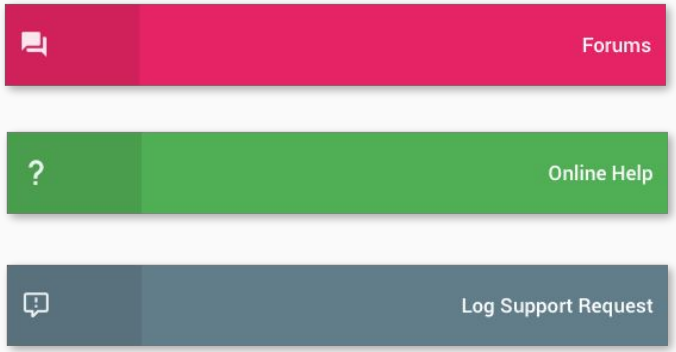
1. By selecting the *Classic Menu* button via the new dashboard.



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.