

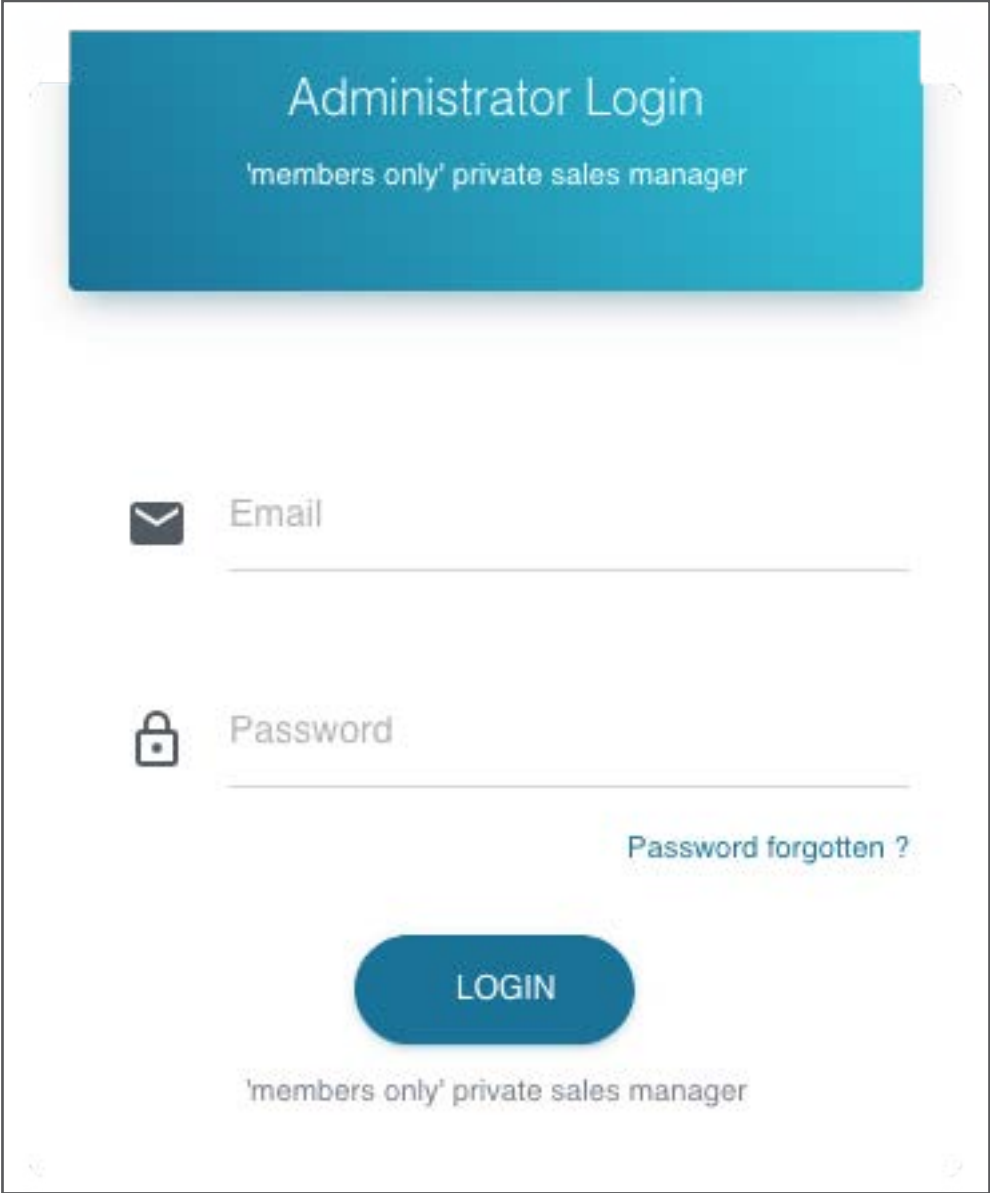
instructions for use

CONTENTS

page **step** how to

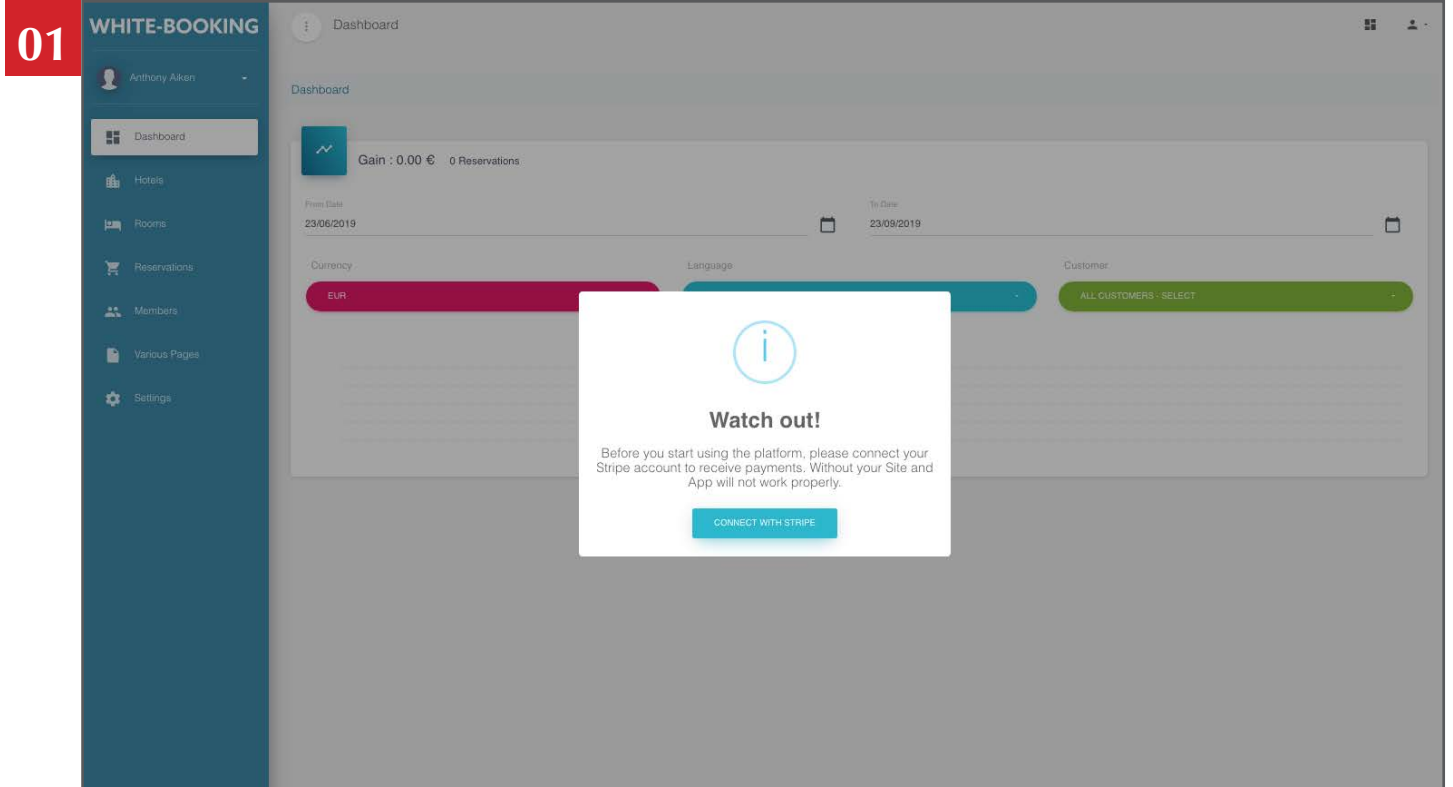
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access to your White-Booking admin by logging in to <https://white-booking.com>

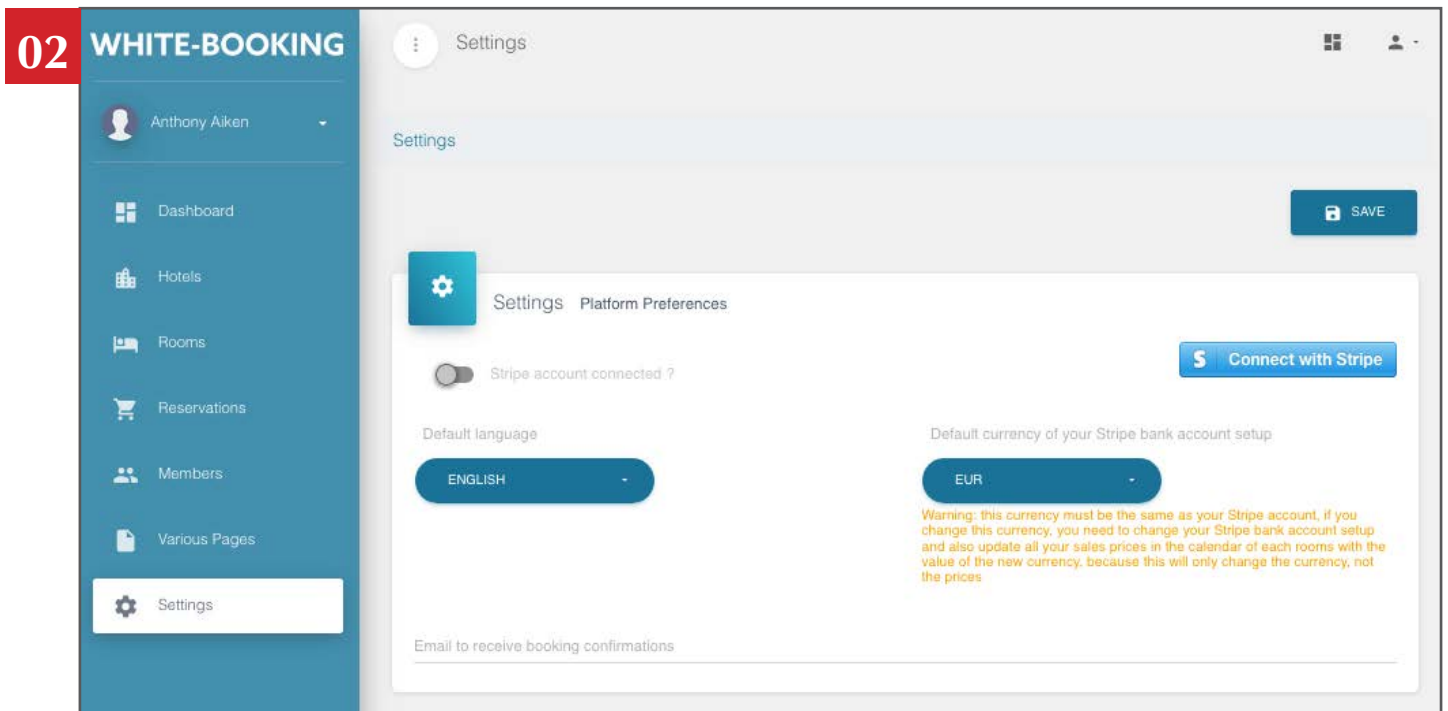


enter the email and password received from White-Booking when contract was subscribed and click on **LOGIN** button

required on first login only



you need to activate the payment system
click on **CONNECT WITH STRIPE** button



02.1

Default language

select the default language that will be displayed when your customers will log for the first time to the login box

02.2

Default currency of your Stripe bank account set up

Select the currency of your bank account that you will set up with Stripe at the next step and corresponding to your default prices you will use in the software

Warning: this currency must be the same as your Stripe account, if you change this currency, you will need to update all your sales prices in the calendar of each rooms with the value of the new currency, because this will only change the currency, not the prices

02.3

click on **CONNECT WITH STRIPE** button

stripe

[Vous avez déjà compte Stripe ? Connexion](#)

Nofiz Ltd (White-Booking software) aimerait commencer à accepter des paiements avec Stripe.

Prenez une minute pour répondre à quelques questions et vous pourrez ensuite commencer. Nofiz Ltd (White-Booking software) pourra accéder à vos données et créer des paiements et des clients en votre nom.

Activer votre compte

Nous devons en savoir plus sur vous et votre entreprise avant que vous ne puissiez utiliser Stripe pour traiter des paiements. Sauf dans les cas indiqués ci-dessous, seuls le propriétaire du compte et les administrateurs pourront visualiser les informations que vous fournissez. [En savoir plus](#)

Où êtes-vous établi ?

Pays

France

Si votre pays n'apparaît pas, [faites-nous savoir que Stripe vous intéresse](#).

Votre produit

Site web de l'entreprise

Mot de passe

[Autoriser l'accès à ce compte](#)

[Annuler](#)

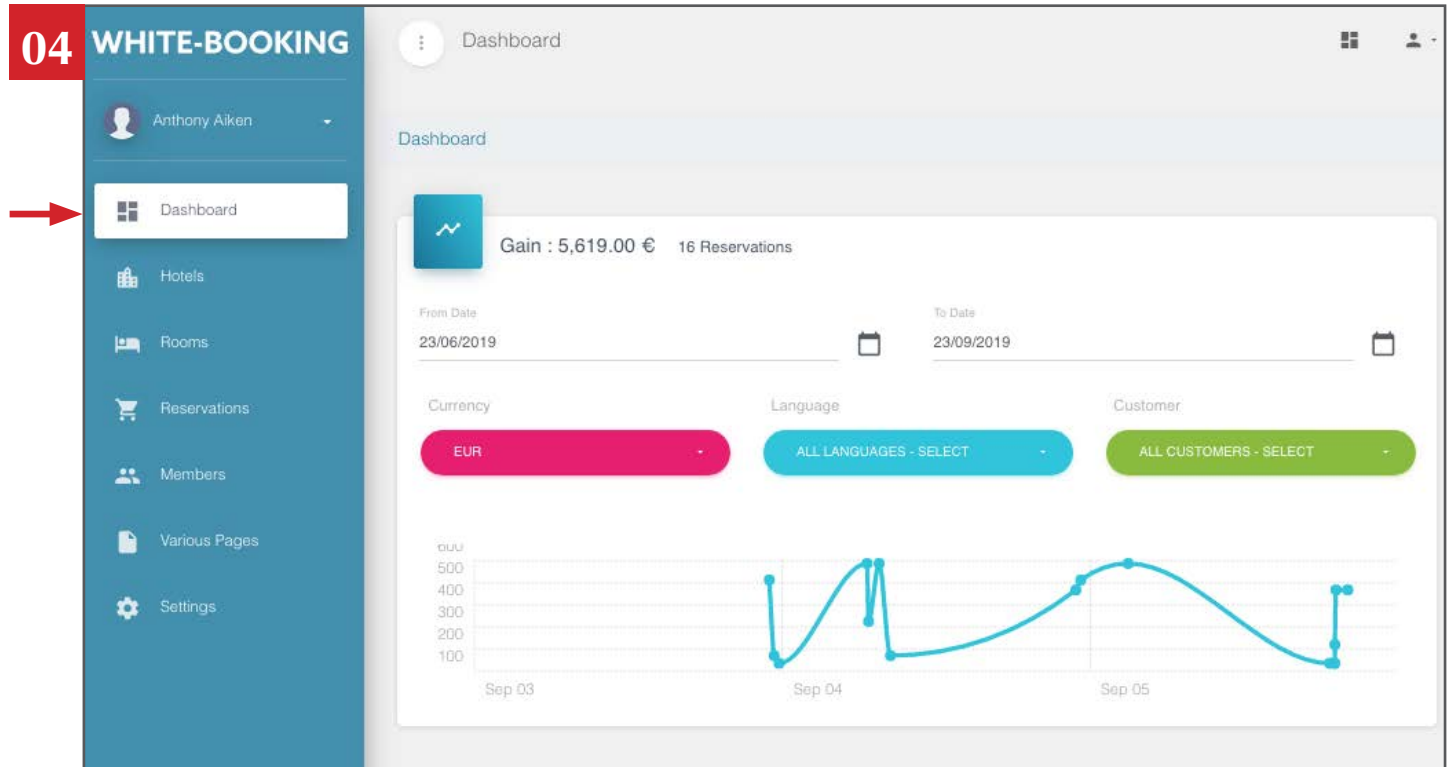
Vous serez immédiatement redirigé vers Nofiz Ltd (White-Booking software) (demo.white-booking.com).

En soumettant ce formulaire, vous confirmez avoir le pouvoir d'accepter le [Contrat de compte connecté](#), ainsi que de recevoir des SMS de Stripe. Vous certifiez également que les informations fournies sont complètes et exactes.

complete the form to open your Stripe account
connected to White-Booking, then valid

[or login with your Stripe account details of your hotel(s) if already existing (at the top on right)]

Dashboard



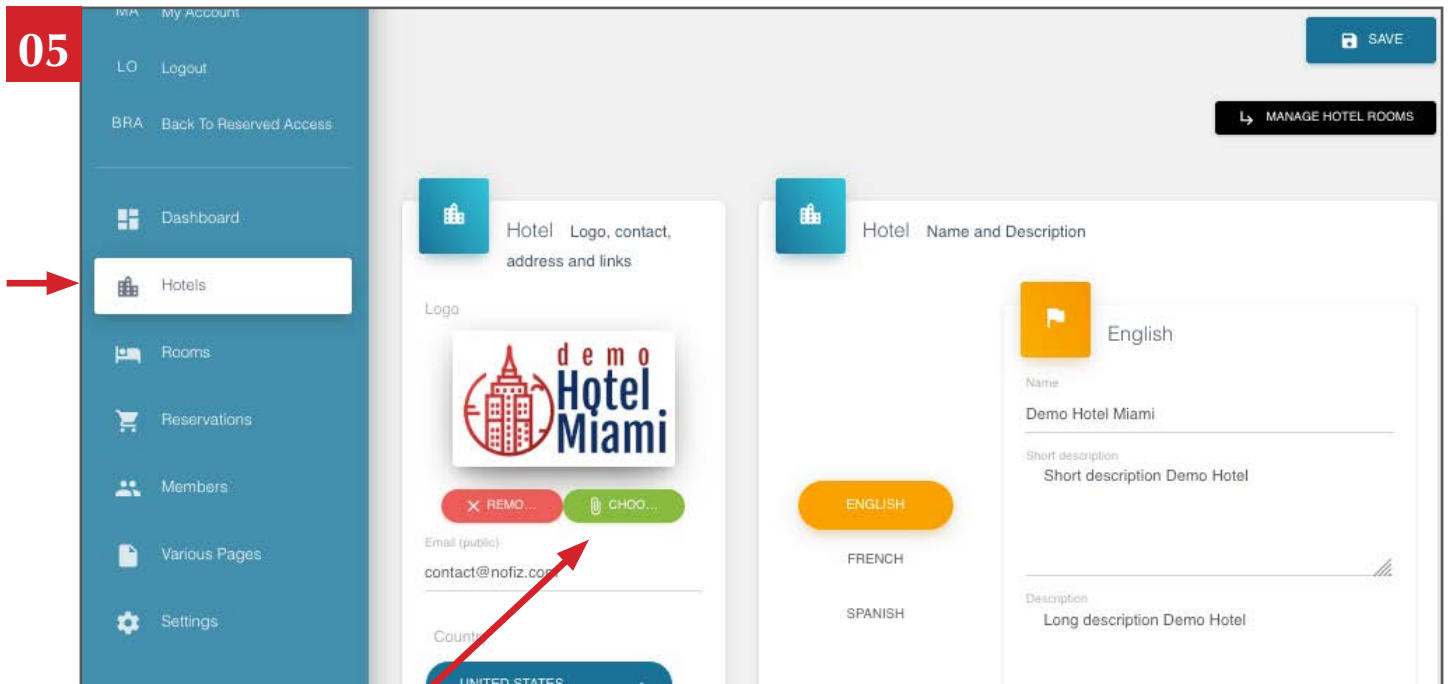
Consult all your turnover statistics

Available filters:

- per date
- per currency
- per language
- per customer

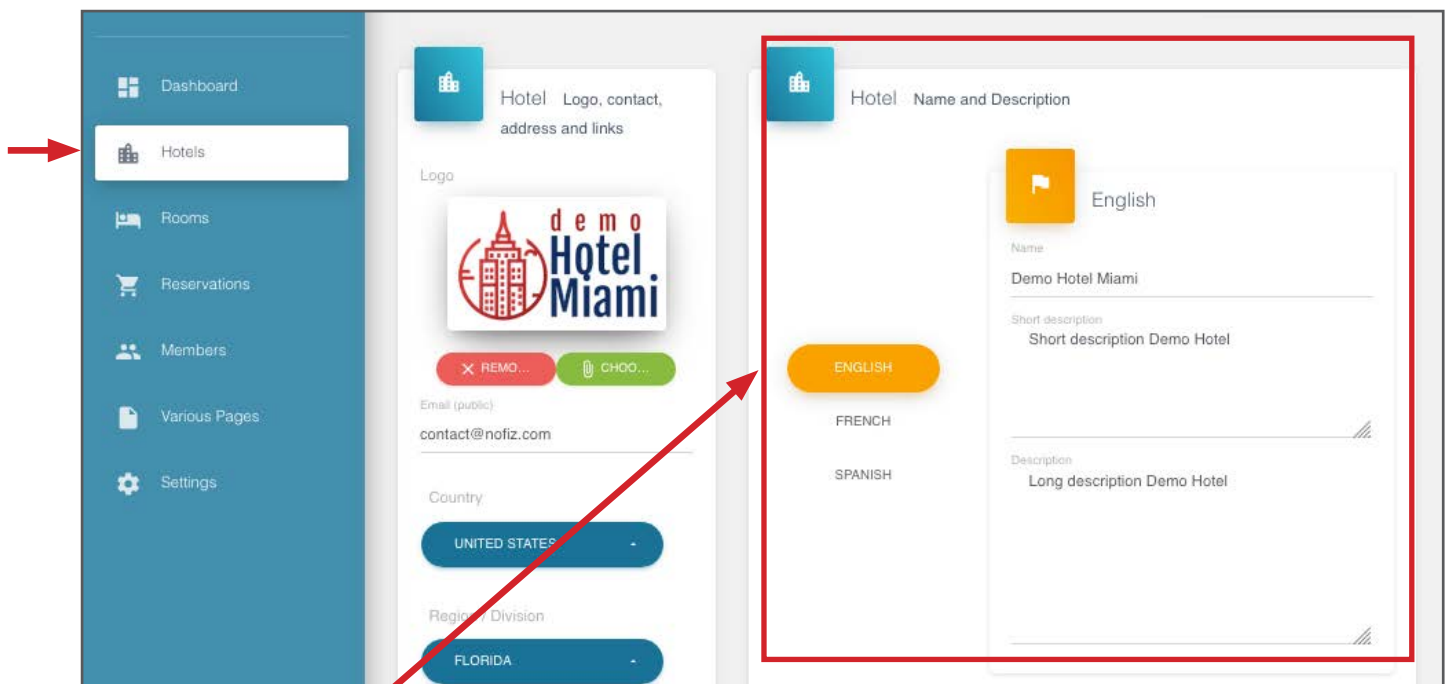
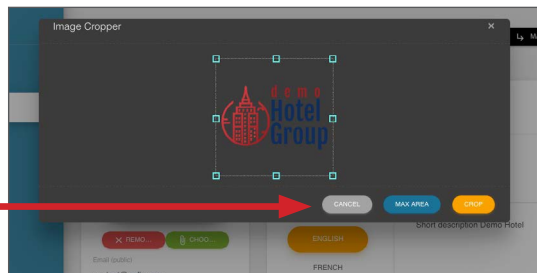
CONFIGURE / MANAGE HOTEL INFORMATIONS

(repeat for each hotel)

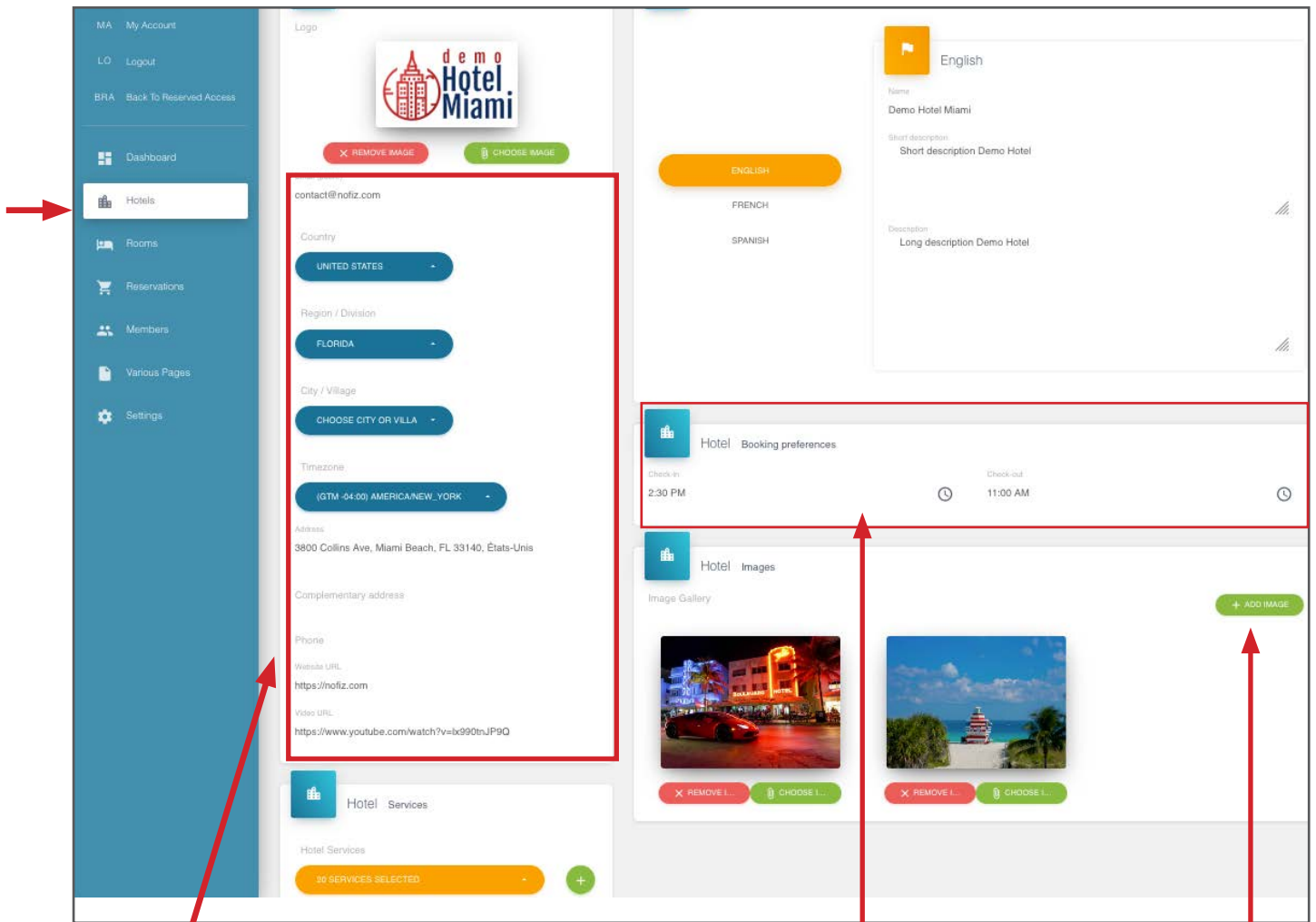


05.1 upload your Logo
(PNG format, transparent recommended)

05.2 crop your image
(MAX AREA recommended)



05.3 Complete this frame
Name of the hotel + short description + long description
Repeat this operation in different languages



05.4

Complete this frame

- Public address email
- Country*
- Region / Division*
- City / Village
- Timezone*
- Address*
- Complementary address
- Phone
- Website URL*
- Video URL*

*required

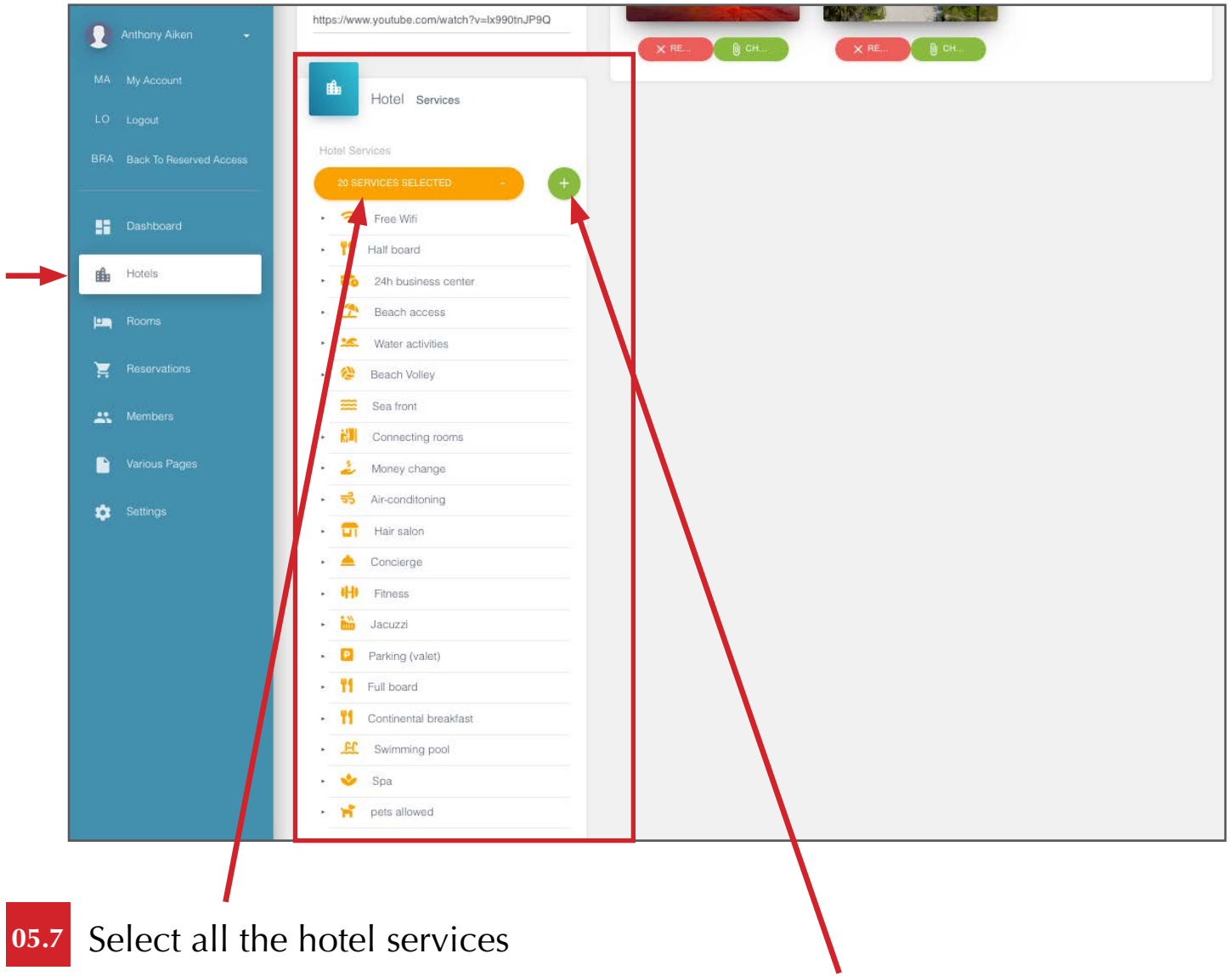
*recommended

05.5

Fill in the check-in and check-out hours

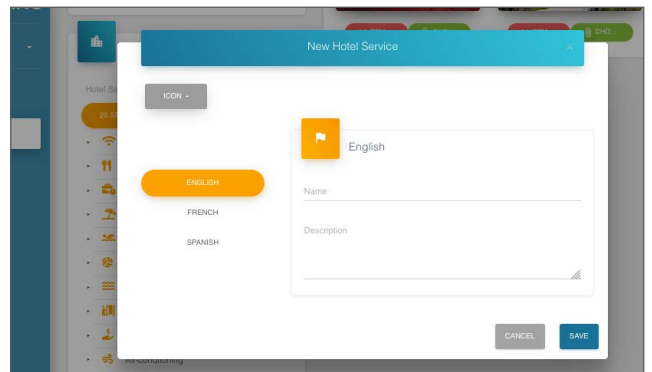
05.6

Add images of the hotel and crop them (MAX AREA recommended) 15 pics maximum

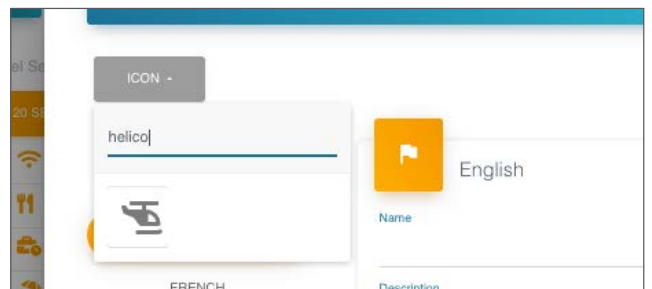




OPTION

05.8 If necessary, add your own services

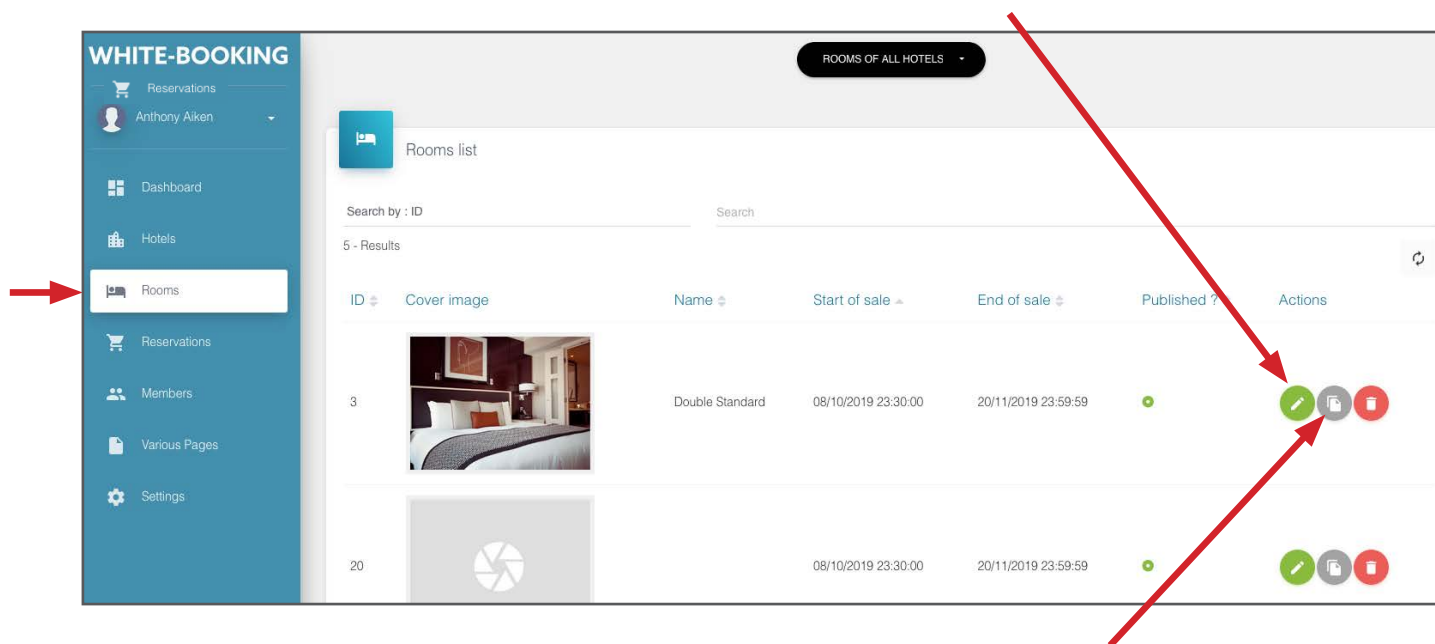


05.9 Choose an icon



06  go back to the top right and click  before leave

MANAGE ALREADY EXISTING ROOMS



DUPLICATE AN EXISTING ROOMS

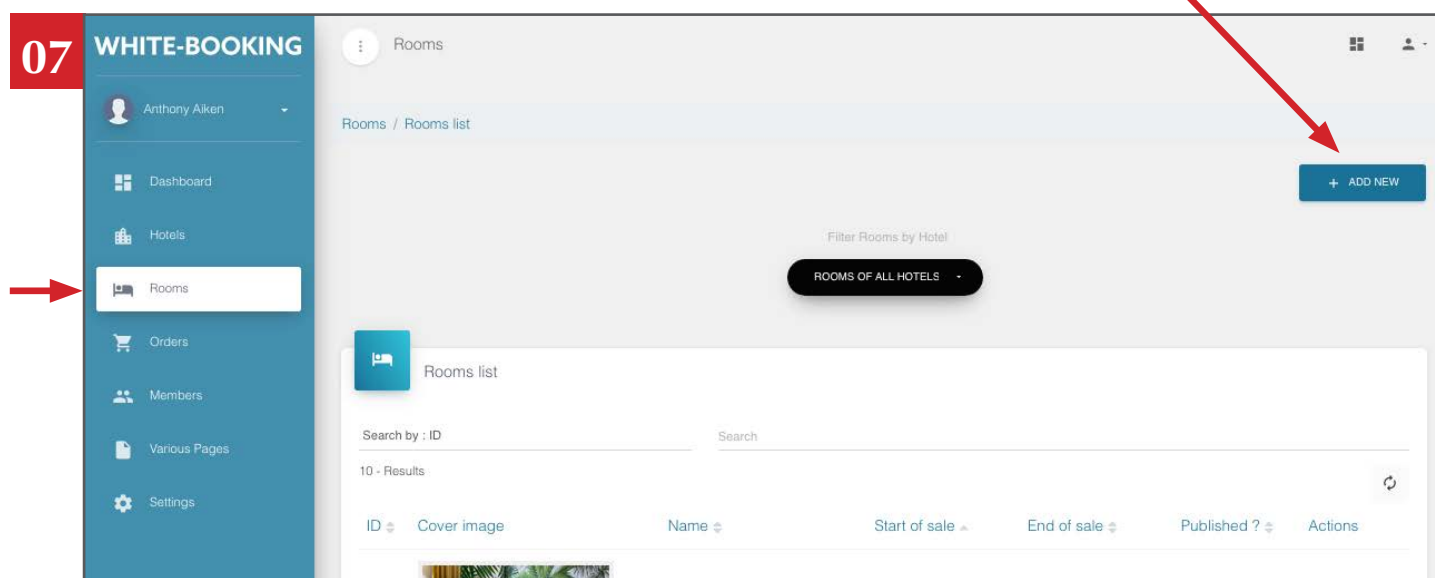
(and choose if you want to also duplicate the calendar informations)

CONFIGURE NEW ROOMS

(repeat for each bedroom)

Solution 1 : click on **MANAGE HOTEL ROOMS** from the **HOTELS** page
(be sure to have selected the hotel for which you want to add a bedroom)

Solution 2 : click on **ROOMS** in the menu, then on **+ ADD NEW**



check from which hotel
is attached this room

choose start & end of the sale
(date and hour)

The screenshot displays the 'WHITE-BOOKING' interface for editing a room. On the left, a sidebar menu is visible with 'Rooms' highlighted. The main content area is divided into several sections: 'Room Characteristics', 'Room: dates of sale', 'Room: Name and description', 'Room: Services', and 'Room: Calendar'. The 'Room Characteristics' section includes a 'Hotel' dropdown menu (currently showing 'HOTEL VERLAINE'), a 'Room type' dropdown (currently showing 'JUNIOR SUITE'), a 'Surface' input field (20 sqm), 'Adults capacity' (2) and 'Children capacity' (0) input fields, a 'Video URL' field, and a 'Room beds' section with a 'KINGS-SIZE BED' dropdown and a 'King-size bed' quantity input (1). The 'Room: dates of sale' section has 'Start of sale' (04/09/2019 17:20:31) and 'End of sale' (10/10/2019 17:20:33) date and time pickers. The 'Room: Name and description' section features a language selector (currently 'English') and fields for 'Name' (Junior Suite), 'Short description', and 'Description'. A 'SAVE' button is located in the top right corner.

Complete informations:

- choose a room type
or create a new one by clicking on
- surface sqm
- adults and children capacity
- video url (eg. youtube)
- choose bed(s) type and quantity
or create a new one by clicking on

Complete in each language


- name of the bedroom
(eg. - Standard Garden View
- Standard Garden View with breakfast
- Junior Suite)
- Short + long description

07.2

WHITE-BOOKING



Select all the room services

- choose all the room services or create a new one by clicking on 

By default the services are included.

- If you want a service to be added in Add-on (just before the payment), click on the button linked to the concerned service and enter a price (per person).

- The price is per person, if you want to add more details, just put it in the title (eg.: Half board per day)

07.3

AVAILABILITIES, PRICES & QUANTITIES

Select dates in the calendar (date range or manually)

and click on **MODIFY SELECTED**

07.4 WHITE-BOOKING

Anthony Aiken

- MA My Account
- LO Logout
- BRA Back To Reserved Access

Dashboard

Hotels

Rooms

Reservations

Members

Various Pages

Settings

Room Services

Room services

10 SERVICES SELECTED

- Air-conditioning
 Included
- Bath
 Included
- Continental breakfast
 Included
- Free Wi-Fi
 Included
- Full board
 Included 75 EUR
- Hair dryer
 Included
- Half board
 Included

Room Calendar

September 2019

Select Dates Range

From Date: 29/09/2019 To Date: 04/10/2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

September 29, 2019 → October 4, 2019

CLEAN SELECTED DATES THIS MONTH **MODIFY SELECTED**

15	16	17	18	19	20	21
22	23	24	25	26		
29	30	1	2	3		

September 29, 2019 → October 3, 2019

CLEAN SELECTED DATES THIS MONTH

Selected dates

September 29, 2019 → October 3, 2019

REMOVE SELECTED DATES

Nightly price: 650 EUR

Nightly discount: 15 %

Rooms available (stock): 3 QTY

Available

CANCEL UPDATE

Price / night
Discount (%)
Quantity available (stock)

Click on **UPDATE**

Add images of the bedroom and crop them
(MAX AREA recommended) 15 pics maximum

07.5

Anthony Aiken

- MA My Account
- LO Logout
- BRA Back To Reserved Access

Dashboard

Hotels

Rooms

Reservations

Members

Various Pages

Settings

Included 75 EUR

- Hair dryer
- Included
- Half board
- Included
- Italian shower
- Included
- Mini bar
- Included
- Sea view
- Included

45 EUR

September 29, 2019 → October 4, 2019

CLEAN SELECTED DATES THIS MONTH MODIFY SELECTED

Room Images

Image Gallery

+ ADD IMAGE

REMOVE IMAGE CHOOSE IMAGE

PUBLISH THE SALE ONLINE

Go back to the top left
and click on “ Published ? ”

do the same to no longer display
a sale in progress or ended.

07.5 WHITE-BOOKING

Anthony Aiken

- MA My Account
- LO Logout
- BRA Back To Reserved Access

Dashboard

Hotels

Rooms

Rooms / Room

SAVE

Room Characteristics

Published ?

Hotel

DEMO HOTEL CANNES

Room dates of sale

Start of sale: 02/09/2019 00:00:00

End of sale: 30/09/2019 23:59:59

Room: Name and description

08 go back to the top right and click  before leave



CONFIRMED RESERVATIONS & DETAILS

09 WHITE-BOOKING

Anthony Aiken

- Dashboard
- Hotels
- Rooms
- Reservations**
- Members
- Various Pages
- Settings

Reservations / Reservations list

Reservations list

Search by : ID Search

9 - Results

ID	Date placed	Customer email	Commission	Total	Actions
25	10/09/2019 20:09:09	xxxxxxx@xxxx.com	15.00 %	2.384.20 €	
24	10/09/2019 04:30:55	xxxxxxx@xxxx.com	15.00 %	252.20 €	
23	07/09/2019 14:31:18	xxxxxxx@xxxx.com	15.00 %	124.75 €	
22	07/09/2019 08:23:20	xxxxxxx@xxxx.com	15.00 %	271.40 €	
21	07/09/2019 08:09:53	xxxxxxx@xxxx.com	15.00 %	111.75 €	
20	06/09/2019 19:40:34	xxxxxxx@xxxx.com	15.00 %	169.69 €	

more details

WHITE-BOOKING

Anthony Aiken

- Dashboard
- Hotels
- Rooms
- Reservations**
- Members
- Various Pages
- Settings

Reservations / Reservation

Reservation #22

Date placed: 07/09/2019 08:23:20 | Date updated: 07/09/2019 08:23:20

Language: FRENCH | Currency: EUR

Platform Commission %: 15

Customer

First Name: xxxxxxxx | Last Name: xxxxxxxx
Email: xxxxxxxx@xxxx.com

Total : 271.40 € Reservation details

ITEM	CHECK-IN	CHECK-OUT	QUANTITY	AMOUNT
Room Chambre Double Classique Standard double Cezanne Hotel***** & SPA Cannes, France	16/09/2019 00:00:00	18/09/2019 00:00:00	2	258.00 €
Room discount Remise chambre			1	-51.60 €
Room service 1/2 pension			1	45.00 €
Room service Accès Spa 1 jour			1	20.00 €

MEMBERS

All registered persons on sales is a member, even if they have not confirmed a booking.

10 WHITE-BOOKING

Members / Member list

Member list

Search by : ID Search

2 - Results

ID	Last Name	First Name	Email	Preferred language	Actions
1	xxxxxxx	xxxxxxx	xxxxxxx@xxxxxxx.com	FR	
2	xxxxxxx	xxxxxxx	xxxxxxxx@xxxxxxxx.com	EN	

EXPORT TO CSV

sort by language

export to csv format

VARIOUS PAGES

manage already existing

add new

11 WHITE-BOOKING

Anthony Aiken

- Dashboard
- Hotels
- Rooms
- Reservations
- Members
- Various Pages**
- Settings

Various pages



Various pages / Various pages list

+ ADD NEW

Various pages list

Search by : ID Search

1 - Result

ID	Title	Position	Published ?	Actions
1	T&C	0	<input checked="" type="checkbox"/>	 

choose the order of each page, as it will appear in the menu

11.1

- Dashboard
- Hotels
- Rooms
- Reservations
- Members
- Various Pages**
- Settings

SAVE

Edit Page

Published ?

Position

0

English

Title

T&C

Description

Ces données sont collectées lorsque l'utilisateur effectue l'une des opérations suivantes sur le site :

- Lorsque que l'utilisateur effectue une réservation.
- Lorsque que l'utilisateur effectue achète un bon cadeau.
- Par ailleurs, lors d'un paiement sur le site, il sera conservé dans les systèmes informatiques de l'Editeur du site une preuve de la transaction comprenant le bon de commande et la facture.

ENGLISH


FRENCH

SPANISH

White pages section: feel free to use to publish at your convenience (visible in the menu section on the sales website).

ESSENTIAL

The first page must be your **Terms & Conditions** of sale and must start by this following mention:
sales are "non-modifiable, non-refundable"

11.2 Go back to the top left and click on "  **Published ?** "

do the same to no longer display

MY ACCOUNT

shortcuts

- my account / log out
- dashboard

Edit your profile

