

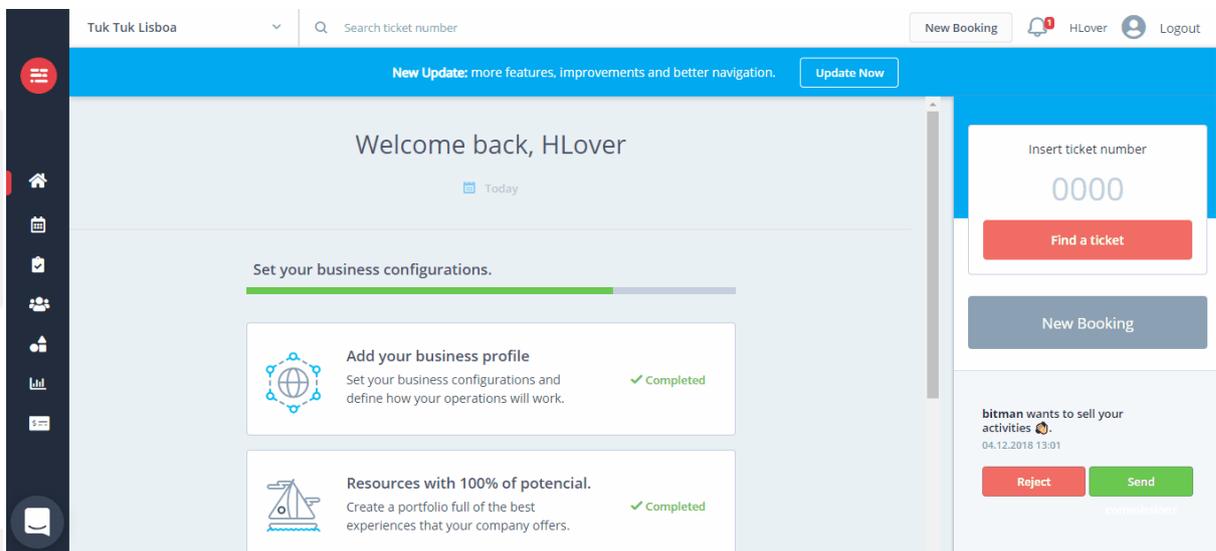


Como faço uma nova reserva?

Criar reservas é um processo muito simples na Pluralo e existem várias formas de o fazer

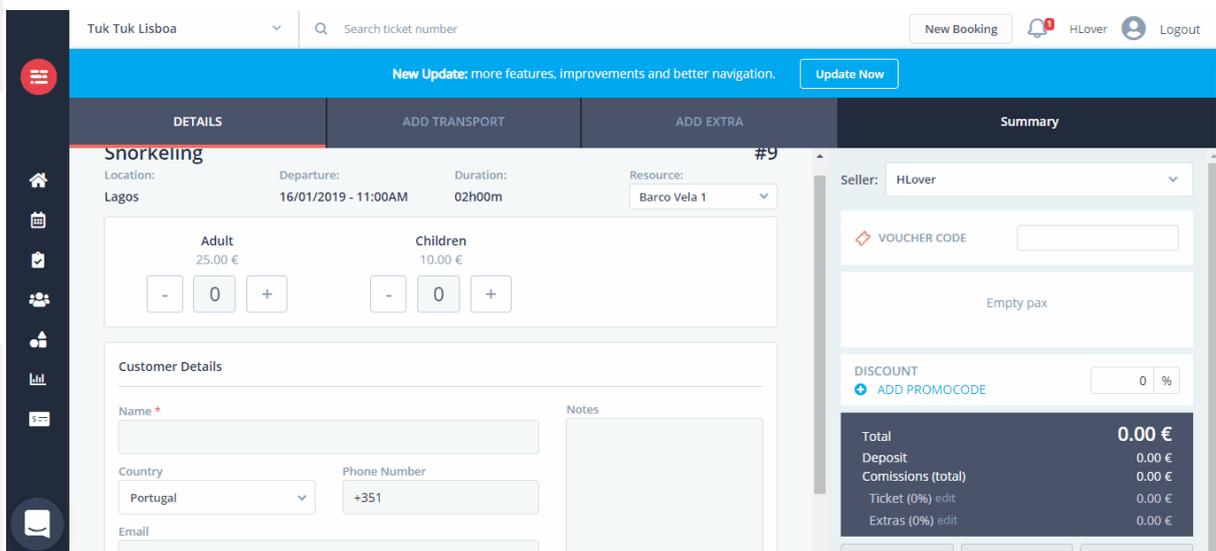
A primeira opção, e a mais recomendada, é através do Calendário.

Ao entrar no Calendário irá visualizar todas as suas atividades por data. Clique na atividade que pretende reservar e de seguida no botão "Booking".



The screenshot shows the Pluralo dashboard. At the top, there's a navigation bar with 'Tuk Tuk Lisboa', a search bar, and user options like 'New Booking', 'H Lover', and 'Logout'. A blue banner below the navigation bar says 'New Update: more features, improvements and better navigation.' with an 'Update Now' button. The main content area is titled 'Welcome back, H Lover' and 'Today'. It features a progress bar for 'Set your business configurations.' with two completed items: 'Add your business profile' and 'Resources with 100% of potential.'. On the right, there's a sidebar with a 'Find a ticket' button (input: 0000), a 'New Booking' button, and a notification from 'bitman' with 'Reject' and 'Send' buttons.

De seguida preencha a reserva com os dados do cliente. Não se esqueça de adicionar pick-ups, bem como extras, caso necessário. Por fim, selecione o método de pagamento utilizado e salve a reserva.

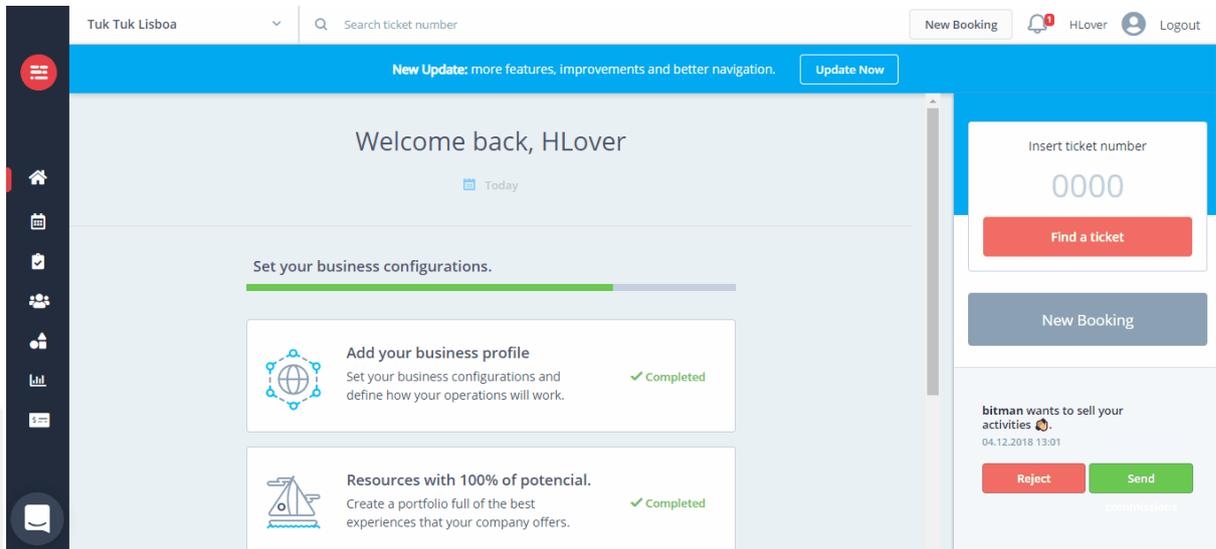


The screenshot shows the 'Snorkeling' booking form. The top navigation bar is the same as the dashboard. Below it, there are tabs for 'DETAILS', 'ADD TRANSPORT', 'ADD EXTRA', and 'Summary'. The 'DETAILS' tab is active, showing: Location: Lagos, Departure: 16/01/2019 - 11:00AM, Duration: 02h00m, Resource: Barco Vela 1. There are input fields for 'Adult' (25.00 €) and 'Children' (10.00 €) with minus and plus buttons. Below that is the 'Customer Details' section with fields for Name, Country (Portugal), Phone Number (+351), and Email. On the right, there's a 'Summary' panel with 'Seller: H Lover', a 'VOUCHER CODE' field, a 'DISCOUNT' field (0%), and a total price of 0.00 €. The summary also lists 'Deposit', 'Commissions (total)', 'Ticket (0%) edit', and 'Extras (0%) edit'.

Outra opção de realizar uma nova reserva é através do botão “New Booking” presente na barra superior em qualquer página da plataforma.



Ao clicar em “New Booking” será direcionado para uma página com todas as atividades, onde deverá escolher a que pretende reservar e a respetiva data.

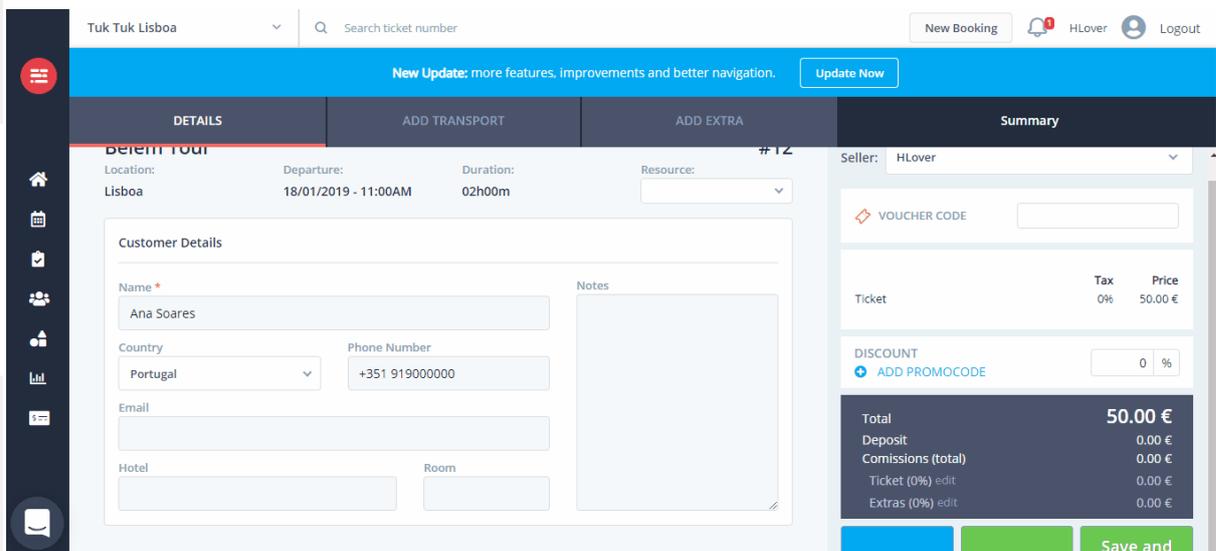


The screenshot shows the Pluralo dashboard for user H Lover. The top navigation bar includes 'Tuk Tuk Lisboa', a search bar for 'Search ticket number', and buttons for 'New Booking', 'H Lover', and 'Logout'. A blue banner at the top right says 'New Update: more features, improvements and better navigation.' with an 'Update Now' button. The main content area is titled 'Welcome back, H Lover' and 'Today'. It features a 'Set your business configurations' section with two completed tasks: 'Add your business profile' and 'Resources with 100% of potencial.'. On the right, there is a 'Find a ticket' form with '0000' entered and a 'New Booking' button. Below that, a notification from 'bitman' offers to sell activities, with 'Reject' and 'Send' buttons.

De seguida o procedimento da reserva será idêntico ao que foi mostrado anteriormente.

Descontos

Caso seja necessário atribuir um desconto ao cliente, deverá fazê-lo em “Package Discount”, colocando o valor de desconto e indicando se o mesmo é em % ou €.



The screenshot shows the 'DETAILS' tab of the booking form. The 'Belen Tour' is selected. The form includes fields for 'Location' (Lisboa), 'Departure' (18/01/2019 - 11:00AM), 'Duration' (02h00m), and 'Resource'. The 'Customer Details' section has fields for 'Name' (Ana Soares), 'Country' (Portugal), 'Phone Number' (+351 919000000), 'Email', 'Hotel', and 'Room'. A 'Notes' field is also present. On the right, the 'Summary' section shows 'Seller: H Lover', a 'VOUCHER CODE' field, and a table of charges:

	Tax	Price
Ticket	0%	50.00 €
DISCOUNT		
+ ADD PROMOCODE	0 %	
Total		50.00 €
Deposit		0.00 €
Comissions (total)		0.00 €
Ticket (0%) edit		0.00 €
Extras (0%) edit		0.00 €

At the bottom, there are buttons for 'Payment', 'Save', and 'Save and'.