

# DayDreamHub Owner Manual

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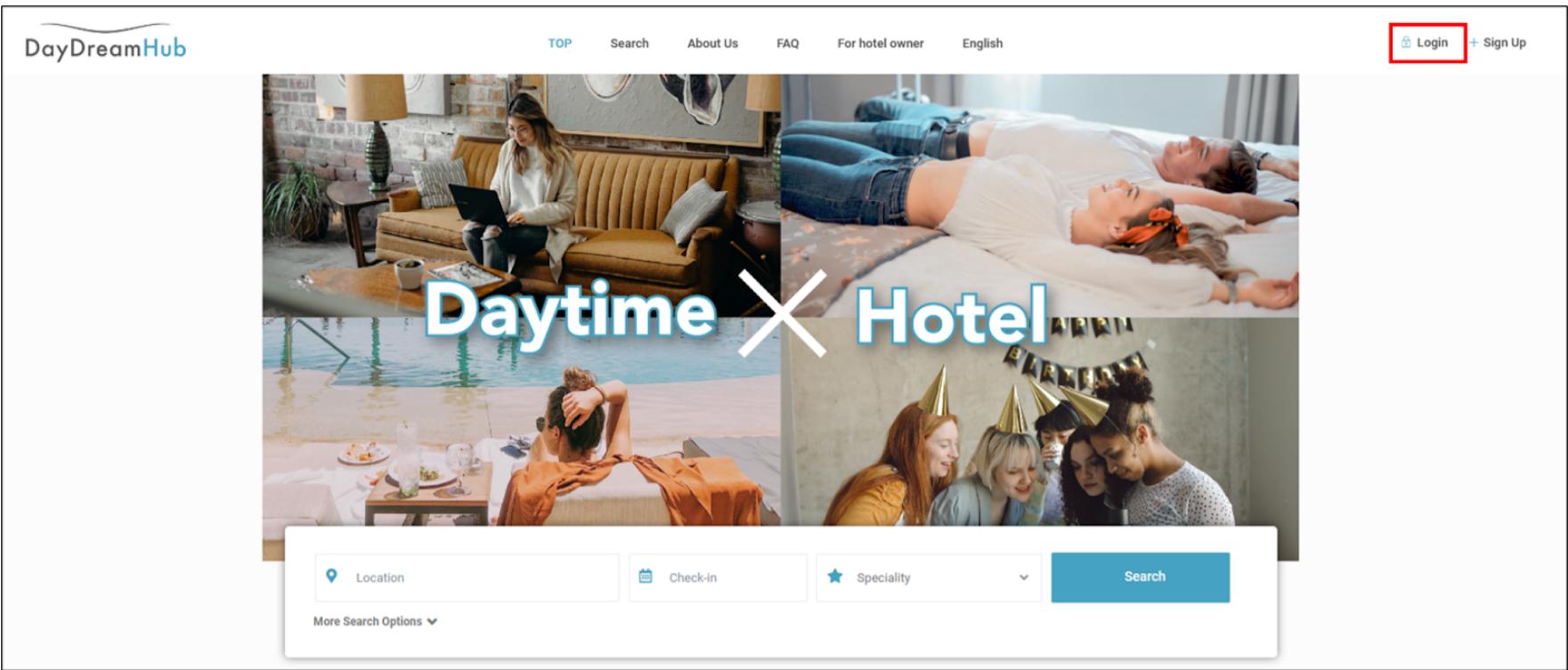
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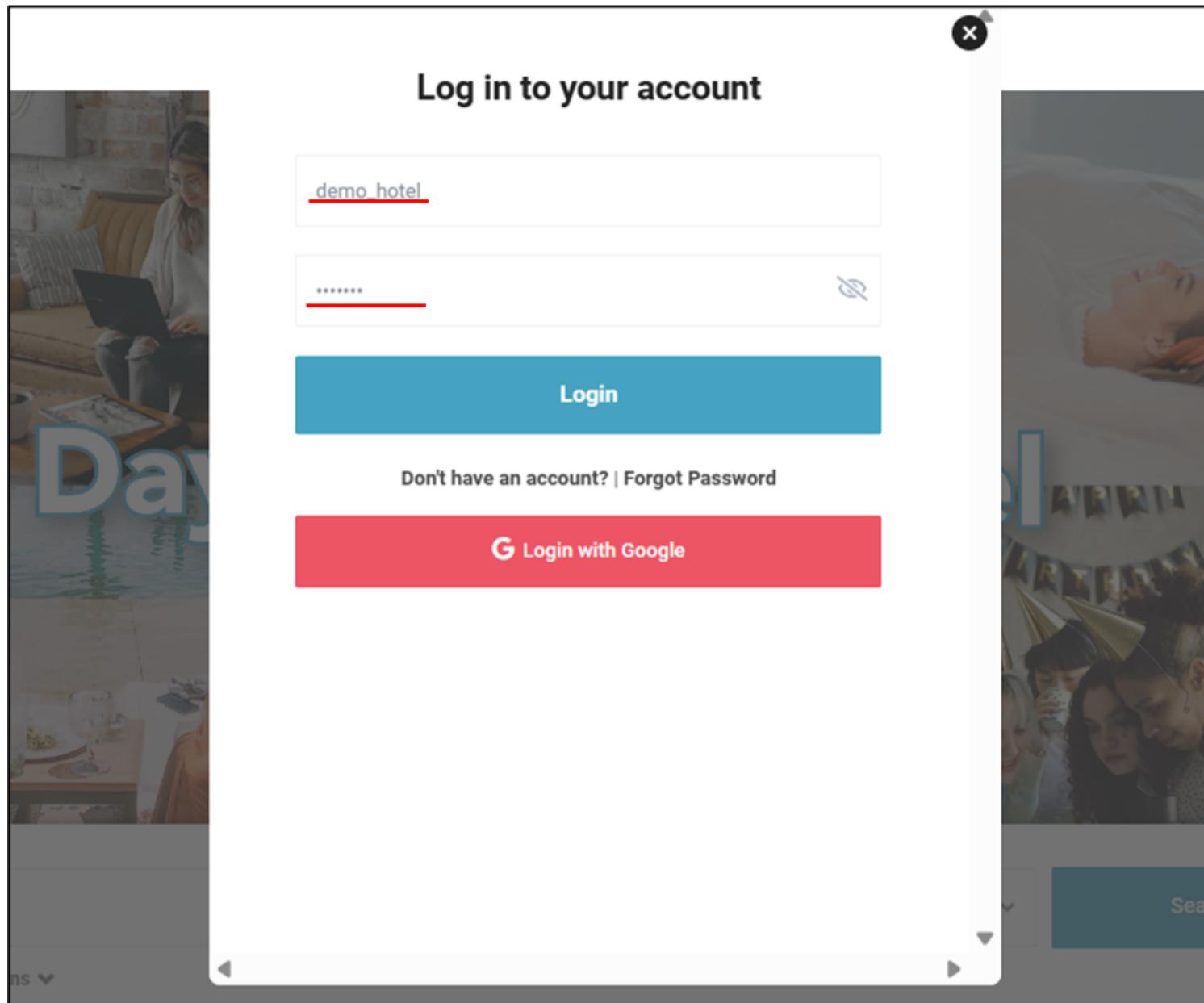
## 1. Initial settings when logging in for the first time

- Log in with the information sent from the management of DayDreamHub

Click the login button on the top right of the screen

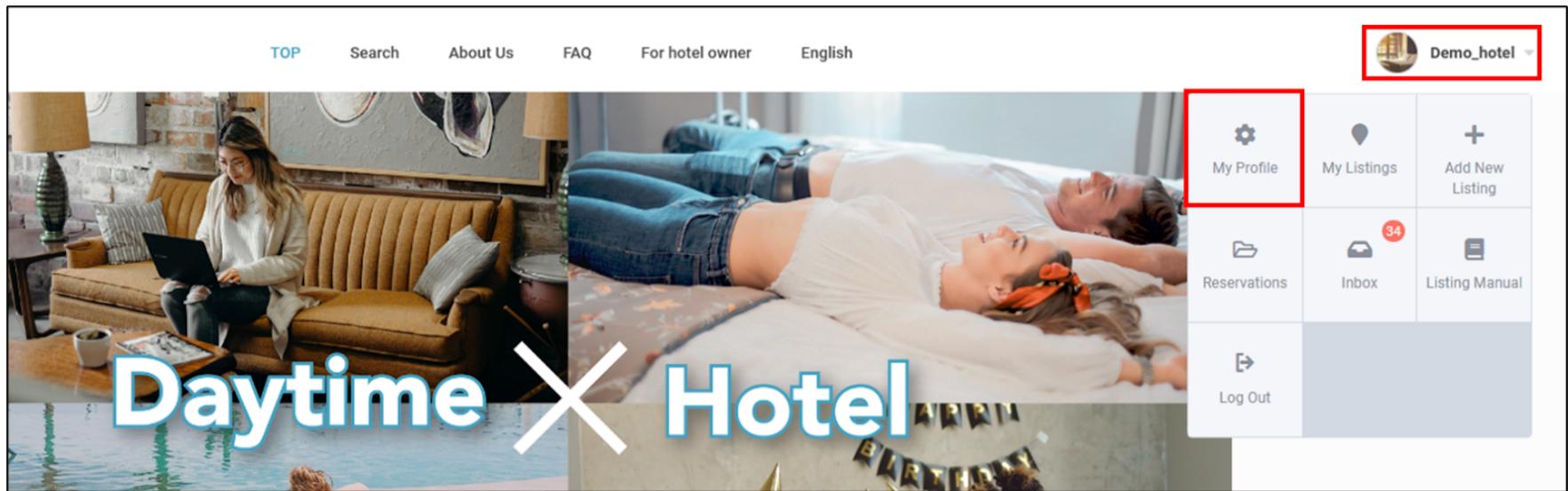


Enter your Username and Password and click the Login button



## - Change Password

\* The initial password is "default". After logging in for the first time, be sure to change your password.  
Click the top right icon > Click My Profile



Change password from “Change Password” at the bottom of the page

**Change Password**

\*After you change the password you will have to login again.  
\*If you forget your password, log out from the site, open the login screen again, and open Forgot your password?

Old Password	New Password	Confirm New Password
*****	*****	*****

**Reset Password**

Confirm that the message below is displayed.

**Change Password**

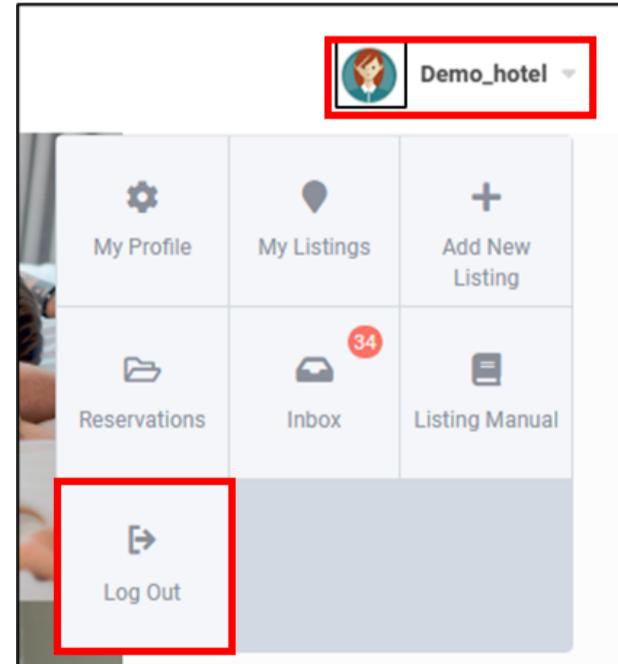
**Password Updated - You will need to logout and login again**

\*If you forget your password, log out from the site, open the login screen again, and open Forgot your password?

Old Password	New Password	Confirm New Password

**Reset Password**

Click the top right icon > Click Log Out



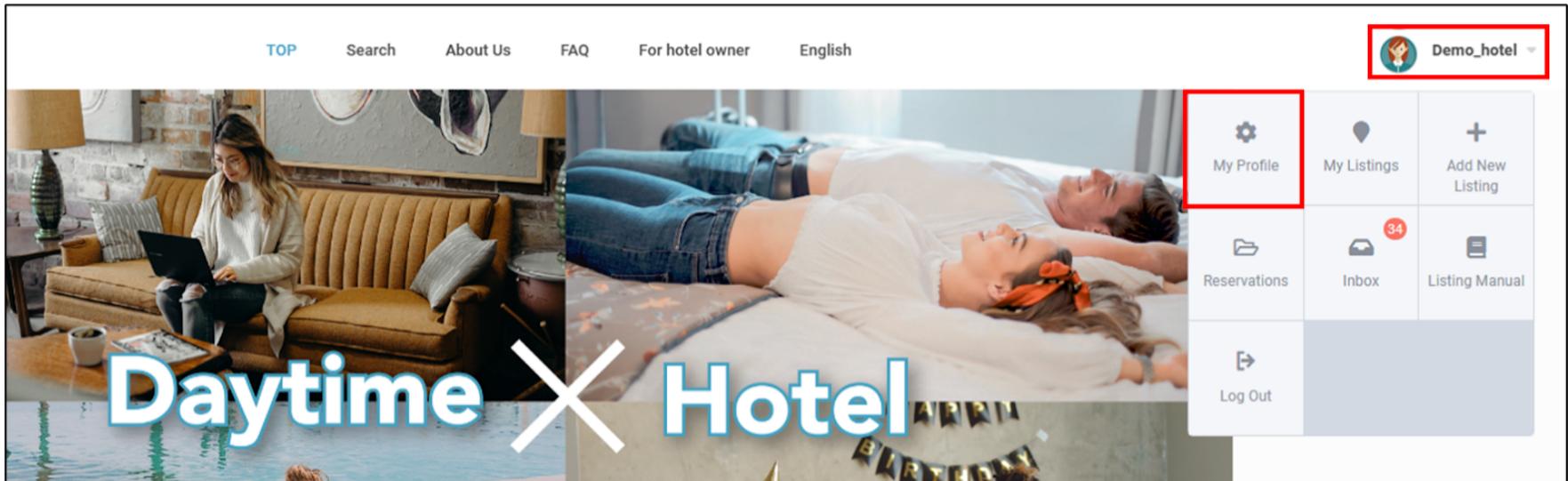
Click the “log out” link



## - Profile settings

### ★ Login again with reset password

Click the top right icon > Click My Profile



Please register your room information below.

Click Updated Profile when completed

A screenshot of the "My Profile" edit screen. On the left, there is a sidebar with navigation options: "My Profile" (highlighted with a red box), "My Listings", "Add New Listing", "All In One Calendar", "Reservations", "My Inbox" (with 34 notifications), "Listing Manual", and "Log Out". The main area shows "Your details" with fields for "Hotel name" (Hotel Demo ABC), "Facebook URL" (https://daydreamhub.com), "Email" (hotel\_demo@hoteldemo.com), "Twitter URL" (https://daydreamhub.com), "Hotel introduction" (Hotel has been praised by its service, convenient access, comfortable atmosphere and above all, warm and sincerity, for over 45 years.), "Instagram URL" (https://daydreamhub.com), "YouTube URL" (https://daydreamhub.com), and "Address" (Times Square, 1560 Broadway Suite). At the bottom are three buttons: "Update profile" (highlighted with a red box), "View public profile", and "Delete account". To the right, there is a placeholder image for a hotel room and a "Upload Image" button.

### - Hotel Name (required)

enter your room name

**- Email (required)**

Enter the owner's email address

**- Hotel introduction (required)**

Enter room description and features

**- Address (required)**

Enter room address

**- Facebook URL (optional)**

Enter the Facebook URL you want to publish

**- Twitter URL (optional)**

Enter the Twitter URL you want to publish

**- Instagram URL (optional)**

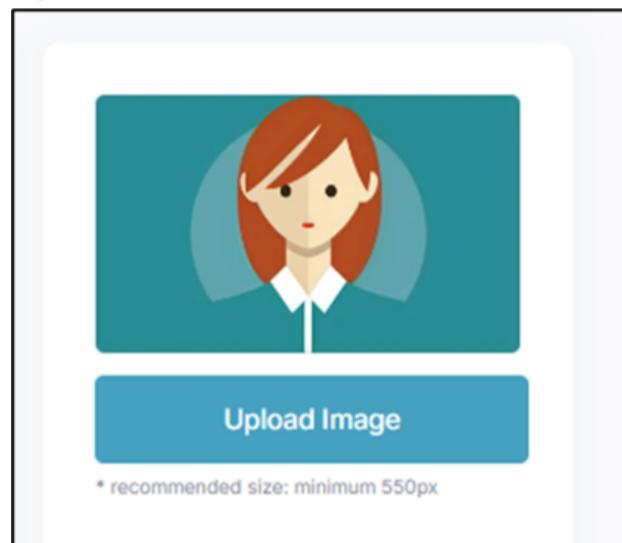
Enter the Instagram URL you want to publish

**- YouTube URL (optional)**

Enter the YouTube URL you want to publish

**- Image (optional)**

register icon



## 2. Listing of rooms

Click the top right icon > Click Add New Listing

A screenshot of a hotel management dashboard. At the top, there are links for TOP, Search, About Us, FAQ, For hotel owner, and English. On the right, a user profile is shown with the name 'Demo\_hotel'. Below the profile is a navigation menu with icons for My Profile, My Listings, Reservations, Inbox, and Listing Manual. A red box highlights the 'Add New Listing' button. In the center, there is a large banner with the text 'Daytime X Hotel' overlaid on images of a woman working on a laptop and a couple relaxing in bed.

### - Basic room information registration

Please register the basic information of the room to be posted below.

Click "Continue" when you are done entering

## Add New Listing

Progress bar: Description (filled), Price, Images, Details, Location, Amenities, Calendar.

**Description**

**Title** \*  
Please enter in the format of "hotel name / room name".  
ex) Hotel New York /1 Queen Bed Classic

**Category and Listed In/Room Type**

**\*Category** \*  
Please select the purpose of use.(Multiple selection possible)

**\*Listed In/Room Type** \*  
Please select one

**Guest number**

**Maximum guest number**  
Please enter the number of guests available.

**State and City**

**\*State / Province  
(or Prefecture / Canton / District)** \*  
ex)New York

**Type the city name**

**City / Town  
(or County / Area)**  
ex) Manhattan

**Type the neighborhood name**

**We're liking this!!**

**We're liking this!!**  
ex) A separate work area, dining room and amazing city views!

**Describe your room**

**Continue**

**- Title (required)**

Enter the title of the room to be posted

例) Hotel New York /1 Queen Bed Classic Room

**- Category (required)**

Select a room category by use (multiple selections possible)

- Daycation
- Layover Hotels
- Luxury Hotels
- Rest Hotels
- Romantic Hotels
- Workspace

**- Listed In/Room Type (required)**

Select room type

- None
- Apartment
- B&B
- Capsule Hotel
- Cottage
- Entire Home
- Guest House
- Hostel
- Hotel
- Private Room
- Share House
- Shared Room
- Villa

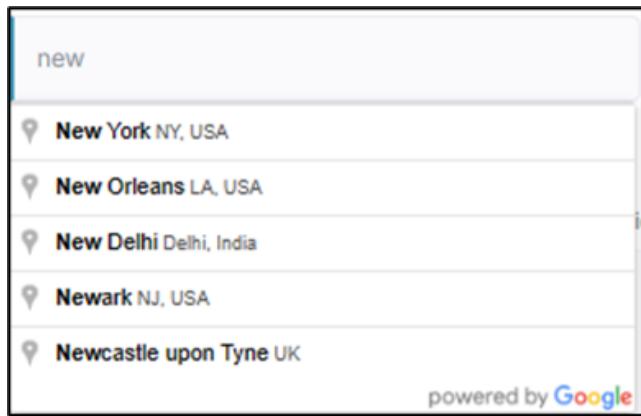
**- Maximum guest number (required)**

Select room capacity

**- State / Province (or Prefecture / Canton / District) (required)**

Enter city name

(Enter the keyword and select from Google's auto-completion function)



**- City / Town (or County / Area) (optional)**

Enter the area of detail where the room is located

**- We're liking this!! (optional)**

Enter the features of the room and the points you want to recommend

Click "Save"

## Add New Listing

Your listing is currently pending. Please complete all mandatory fields.

**Description**

Title \* Title  
Please enter in the format of "hotel name / room name".  
ex) Hotel New York /1 Queen Bed Classic

Category and Listed In/Room Type

\*Category  
Please select the purpose of use.(Multiple selection possible)

\*Listed In/Room Type  
Please select one

Guest number

Maximum guest number  
Please enter the number of guests available.  
1

State and City

\*State / Province  
(or Prefecture / Canton / District)  
ex)New York

Type the city name

City / Town  
(or County / Area)  
ex) Manhattan

Type the neighborhood name

We're liking this!!

We're liking this!!  
ex) A separate work area, dining room and amazing city views!

Describe your room

**Save**

**- Room charge registration**

Please register the price of the room listed below

Click Save when you are done

● Description      ● Price      ● Images      ● Details      ● Location      ● Amenities      ● Calendar

### **Listing Price**

**Local Currency**      **\*Local Currency**

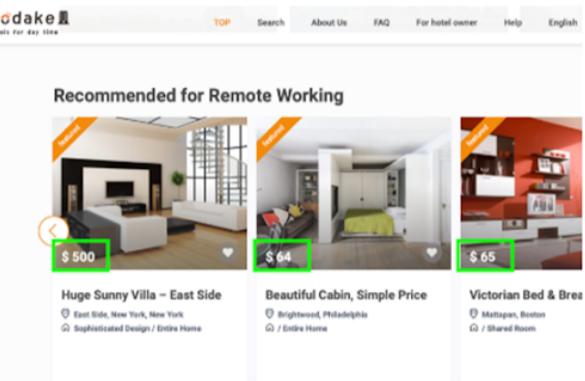
USD

**Recommended plan (only numbers)**

\* Recommended plan (only numbers)  
Please enter the amount of the plan you want to recommend the most.

120

\*The amount of the plan you want to recommend is displayed in the list on the TOP screen.



Taxes in % (taxes are considered included in the price)      Value(only numbers)

10

**City Fee in (only numbers)**

5

**Plans**

\*Plans  
You can register multiple plans by pressing the "Add Plan" button.  
ex) Evening plan: 14:00~19:00

Only morning	100	
8:00	-	12:00
Daytime	120	
11:00	-	16:00
Only evening	150	
18:00	-	23:00

If you want to register multiple plans for the same room, please add them here.

name	value
check-in time	check-out time
<b>Add Plan</b>	

**Save**

[Go to Media settings](#)

#### **- Local Currency (required)**

Select the currency for the price to be displayed

RSD  
RUB  
SAR  
SCR  
SEK  
SGD  
SVC  
THB  
TND  
TRY  
TWD  
UAH  
UGX  
**USD**  
UYU  
VEF  
VND  
XAF  
XCD

#### **- Recommended plan (only numbers) (required)**

Enter the amount of the most recommended plan among the plans to be posted

#### **- Taxes Value(only numbers) (optional)**

Enter the tax percentage as a number

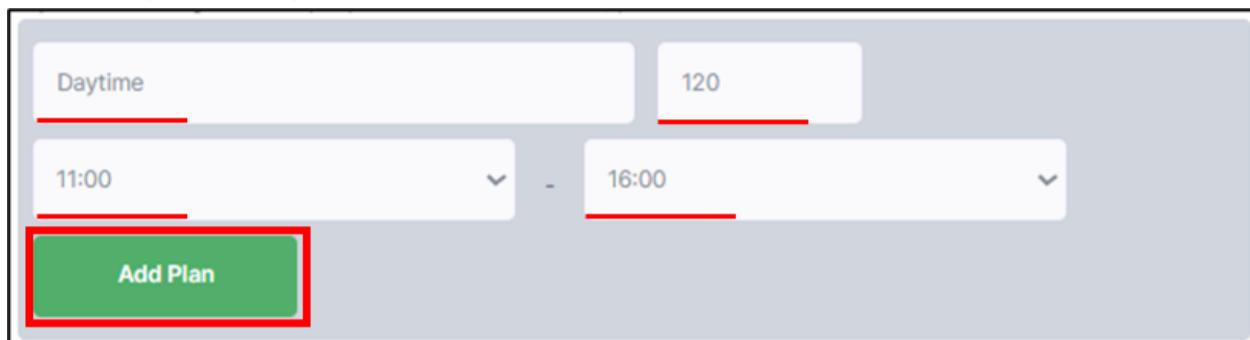
**- City Fee in (only numbers) (optional)**

Enter city tax in numbers

**- Plans (required)**

Enter the name, value, check-in time and check-out time of the plan you want to post and click Add Plan (at least one must be registered)

Example) name: Daytime, value: 120, check-in time: 11:00, check-out time: 16:00

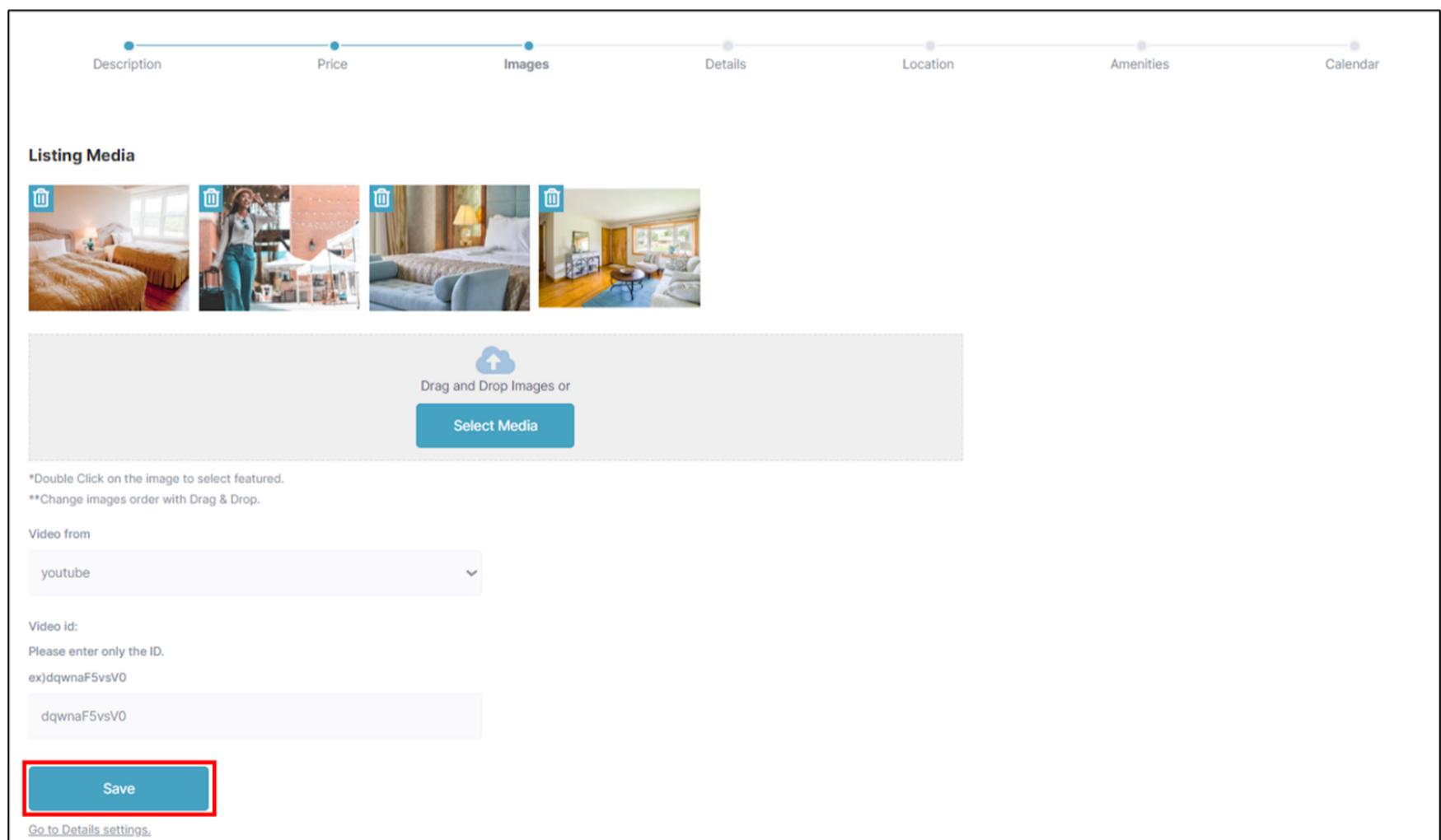


The screenshot shows a form for adding a plan. It includes fields for 'Daytime' (with a value of 120), 'Check-in' (11:00) and 'Check-out' (16:00) times, and a green 'Add Plan' button.

**- Register image/video of the room**

Please register images and videos of the rooms to be posted below.

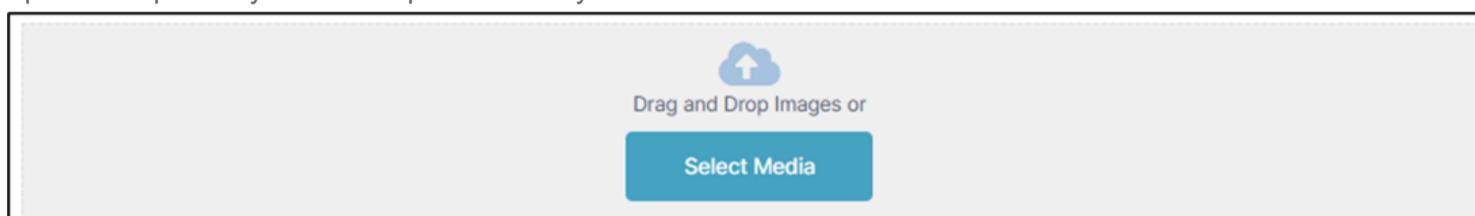
Click Save when you are done



The screenshot shows a media upload section. It includes a timeline with tabs for Description, Price, Images, Details, Location, Amenities, and Calendar. Below is a 'Listing Media' section with four images and a 'Select Media' button. There are also fields for Video from (youtube) and Video id (dqwnaF5vsV0), and a 'Save' button.

**- Image (required)**

Upload the photos you want to publish from your device



The screenshot shows a media upload interface with a 'Select Media' button and a placeholder for uploaded images.

**- Image (optional)**

Enter the video ID published on Vimeo or Youtube

- Vimeo

 <https://vimeo.com/783455041>

- Youtube

 <https://www.youtube.com/watch?v=d5Nd3EPfk-M>

## - Registration of room details

Please register the details of the rooms listed below.

Click Save when you are done

The screenshot shows a registration form for room details. At the top, there is a horizontal navigation bar with seven tabs: Description (selected), Price, Images, Details, Location, Amenities, and Calendar. Below the navigation bar, the form is divided into several sections:

- Listing Details**:
  - Number of rooms available for reservation: A text input field containing "5".
  - Size in m<sup>2</sup>(only number): A text input field containing "60".
  - Rooms(only number): A text input field containing "2".
  - Bedrooms(only number): A text input field containing "1".
  - Bedroom 1:
    - King Bed: 0
    - Queen Bed: 0
    - Double: 1
    - Single: 0
  - Bathrooms(only number): A text input field containing "1".
  - Outdoor facilities (\*text): A text area containing information about supermarkets, restaurants, parks, gyms, pharmacies, and banks.
- Terms and Conditions**:
  - Cancellation Policy: A text area containing cancellation policy details.
  - Smoking Allowed: Radio buttons for Yes (unchecked) and No (checked).
  - Party Allowed: Radio buttons for Yes (unchecked) and No (checked).
  - Pets Allowed: Radio buttons for Yes (unchecked) and No (checked).
  - Children Allowed: Radio buttons for Yes (checked) and No (unchecked).
  - Other Rules: A text area containing rules about guest privacy and damages.

A large blue "Save" button is located at the bottom left of the form, with a red box highlighting it. Below the "Save" button is a link to "Go to Location settings".

### - Number of rooms (required)

Enter the number of rooms that can be reserved

\*We do not support collaboration with other hotel reservation sites.

Enter the number of rooms to be listed exclusively on DayDreamHub.

### - Size in m<sup>2</sup> (only number)

Enter the room size in numbers (square meters)

### - Rooms(only number)

Enter the number of rooms per room in numbers

### - Bedrooms(only number)

Enter number of bedrooms

Enter the number of beds by type

Bedrooms(only number)
<input type="text" value="1"/>
Bedroom 1
- King Bed <input type="text" value="0"/>
- Queen Bed <input type="text" value="0"/>
- Double <input type="text" value="1"/>
- Single <input type="text" value="0"/>

**- Bathrooms (only number)**

Enter the number of bathrooms in numbers

**- Outdoor facilities**

If you have any special surrounding rooms, enter them here

**- Cancellation Policy**

Enter Cancellation Policy

**- Rules**

Select whether or not to allow each

Smoking Allowed	Pets Allowed
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Party Allowed	Children Allowed
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

**- Other Rules**

If you have other house looses, enter them here

## **- Room address registration**

Please register the location of the room listed below.

Click Save when you are done

Description	Price	Images	Details	Location	Amenities	Calendar
<b>Listing Location</b>						
<b>Listing location details</b>						
*Address	<input type="text" value="59-110th St, Central Park West &amp; 5th Ave"/>					
*Zip	<input type="text" value="10023"/>					
*State	<input type="text" value="New York"/>					
County	<input type="text"/>					
<b>Place Pin with Address</b>						
<input type="button" value="Place the listing pin on the map"/> <div style="margin-top: 10px;"> <p>Latitude (for Maps Pin Position) <input type="text" value="40.7981895"/></p> <p>Longitude (for Maps Pin Position) <input type="text" value="-73.9517872"/></p> <p>Street View - Camera Angle (value from 0 to 360) <input type="text"/></p> </div>						
<b>Save</b>						

**- Listing Location**

- Address (**required**)
- Zip (**required**)
- State (**required**)
- County (optional)

\*After entering the above, be sure to click Place Pin with Address  
 "If you don't put a pin, you won't get hits in the room search

## - Registration of room amenities and facilities

Please register the room amenities and equipment listed below.

Click Save when you are done

**Amenities and Features**

Select the amenities and features that apply for your listing

Facilities	Room Amenities	Calendar
<input checked="" type="checkbox"/> Bar / Restaurant	<input checked="" type="checkbox"/> Currency Exchange	<input type="checkbox"/> Elevator in Building
<input type="checkbox"/> Fax	<input checked="" type="checkbox"/> Gym	<input type="checkbox"/> Luggage Storage
<input type="checkbox"/> Parking on Premises	<input checked="" type="checkbox"/> Pool	<input checked="" type="checkbox"/> Room Service
<input type="checkbox"/> Sauna	<input type="checkbox"/> Shuttle Service	<input type="checkbox"/> Spa Services
<input checked="" type="checkbox"/> Wash machine(laundry)	<input type="checkbox"/> Wheelchair Accessible	
<input checked="" type="checkbox"/> Air Conditioner	<input type="checkbox"/> Bathtub	<input type="checkbox"/> Desk/Workspace
<input checked="" type="checkbox"/> Free Wi-Fi	<input type="checkbox"/> Hair Dryer	<input type="checkbox"/> Heating
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Projector(s)	<input checked="" type="checkbox"/> Refrigerator
<input type="checkbox"/> Safe Deposit Box	<input type="checkbox"/> Scanner / Printer	<input type="checkbox"/> Shampoo
<input checked="" type="checkbox"/> Shower	<input type="checkbox"/> Slippers	<input type="checkbox"/> Soap
<input type="checkbox"/> Toothbrush	<input checked="" type="checkbox"/> Towels	<input type="checkbox"/> TV

**Save**

[Go to Calendar settings.](#)

## - Register blackout dates for rooms

Please register the non-reservable dates for the rooms listed below.

(Registration is not required especially if there are no dates that cannot be reserved)

Click Save when you are done

**Non-reservable dates**

Select the dates you want to make reservations unavailable.

March 2023

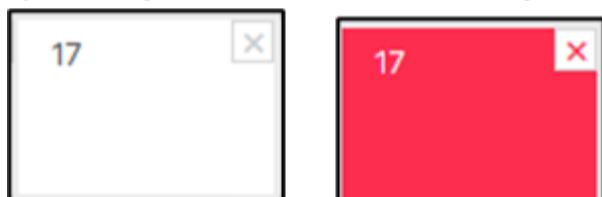
M T W T F S S

1	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	31		

Today Dates Booked Room not available

**Save**

By pressing the X button on the upper right of the date, you can set it as a non-reservable date



### 3. Management of posted rooms

#### - Confirmation of posted room

If you want to check how it is displayed, follow the steps below.

Open "My Listing" from the top right menu

Click the photo of the room you want to check

D

TOP Search About Us FAQ For hotel owner English

 Demo\_hotel ▾

**My Listings**

Front Page

Property	Reviews	Price	Status	Actions
 <b>Hotel New York /1 Queen Bed Classic</b> Listed in Hotel and Layover Hotels, Luxury Hotels City: New York , Area: North of Manhattan	No Reviews	120 USD	● Published	   

You can check the posted rooms



## Hotel New York /1 Queen Bed Classic

New York, North of Manhattan

120 USD

 Hotel

 Layover Hotels, Luxury Hotels

 3 Guests

 1 Bedroom

[Book Now](#)

 Check-in

 Guests

Only morning 8:00 - 12:00

120 USD

Daytime 11:00 - 16:00

120 USD

Only evening 18:00 - 23:00

150 USD

 Instant Booking

[Add to Favorites](#)

Share



### Price Details

City Tax Fee: 5 USD

Plans:

Only morning 8:00 - 12:00: 120 USD

Daytime 11:00 - 16:00: 120 USD

Only evening 18:00 - 23:00: 150 USD

### Listing Details

Property Size: 60 m<sup>2</sup>

Rooms: 2

Bedrooms: 1

Bathrooms: 1

Outer Facilities: markets: There's a Tesco and a Sainsbury's within walking distance. Restaurants: You'll find a variety of dining options nearby, including Italian, Indian, and Chinese restaurants. Parks: There's a small park just down the street, and a larger one about 10 minutes away. Gyms: There's a 24-hour gym just around the corner. Pharmacies: Boots and Superdrug both have locations nearby. Banks: There are several bank branches within a few blocks.

Property Name: Hotel New York /1 Queen Bed Classic

### Bed type

Bedroom 1  
1 Double

### Address

Address: 59-1110th St, Central Park  
West & 5th Ave

City: New York  
State: New York

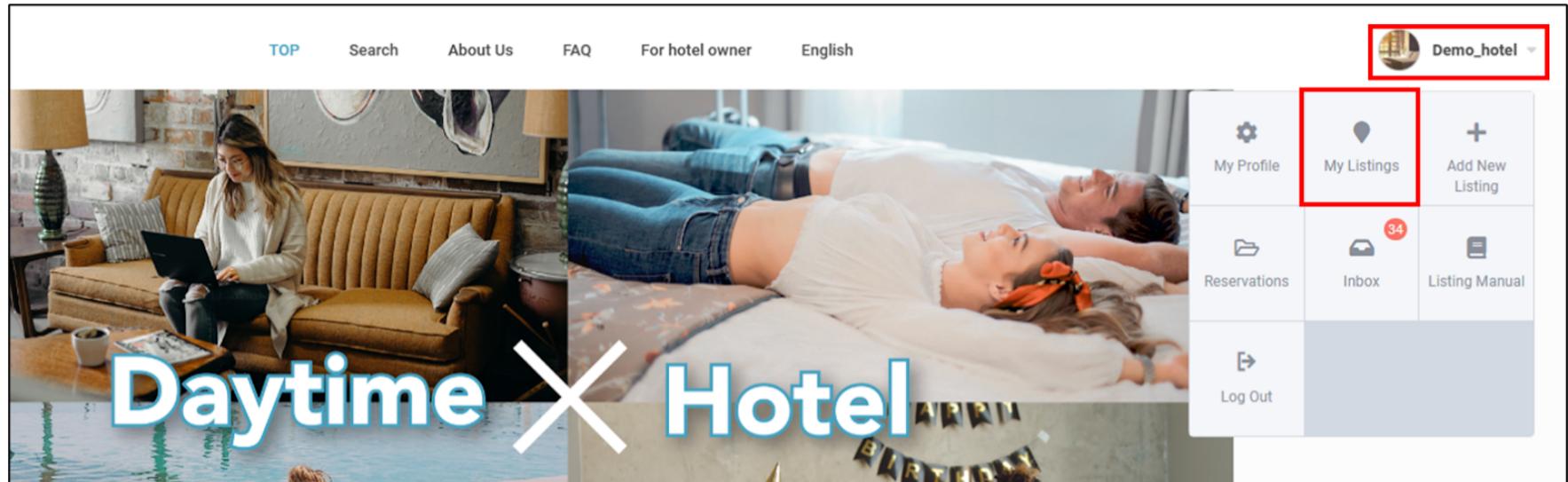
Area: North of Manhattan  
Zip: 10023

Country: United States

## - Edit Room

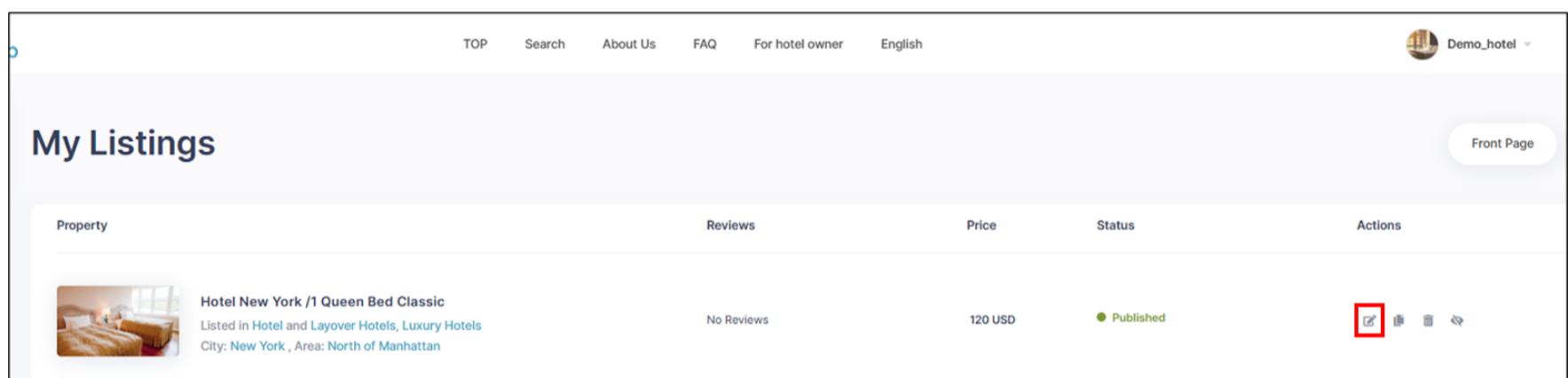
If you want to edit a room, follow the steps below.

Open "My Listing" from the top right menu



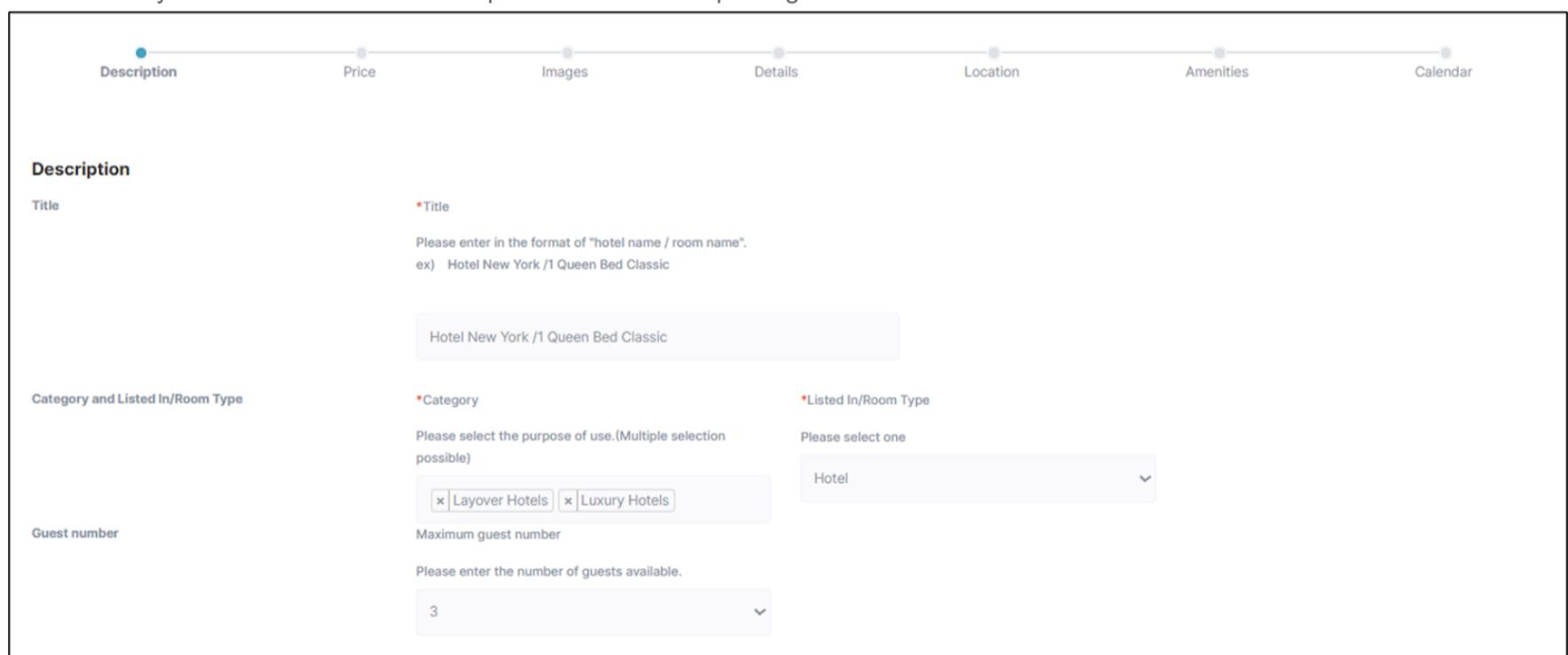
The screenshot shows the Daytime Hotel website. At the top, there's a navigation bar with links for TOP, Search, About Us, FAQ, For hotel owner, and English. On the far right, there's a user profile icon labeled "Demo\_hotel" with a dropdown menu. The menu items include My Profile (with a gear icon), My Listings (with a location pin icon, highlighted with a red box), Add New Listing (with a plus icon), Reservations (with a folder icon), Inbox (with a mail icon and a red notification bubble showing '34'), Listing Manual (with a document icon), and Log Out (with a log out icon).

Click the edit icon



The screenshot shows the "My Listings" page. At the top, there are navigation links for TOP, Search, About Us, FAQ, For hotel owner, English, and a user profile icon for "Demo\_hotel". Below that is a "Front Page" button. The main area has a title "My Listings". A table lists room details: Property (Hotel New York /1 Queen Bed Classic), Reviews (No Reviews), Price (120 USD), Status (Published), and Actions (an edit icon highlighted with a red box). The listing details show it's listed in Hotel and Layover Hotels, Luxury Hotels, and is located in New York, North of Manhattan.

Edit the item you want to edit in the same procedure as when posting

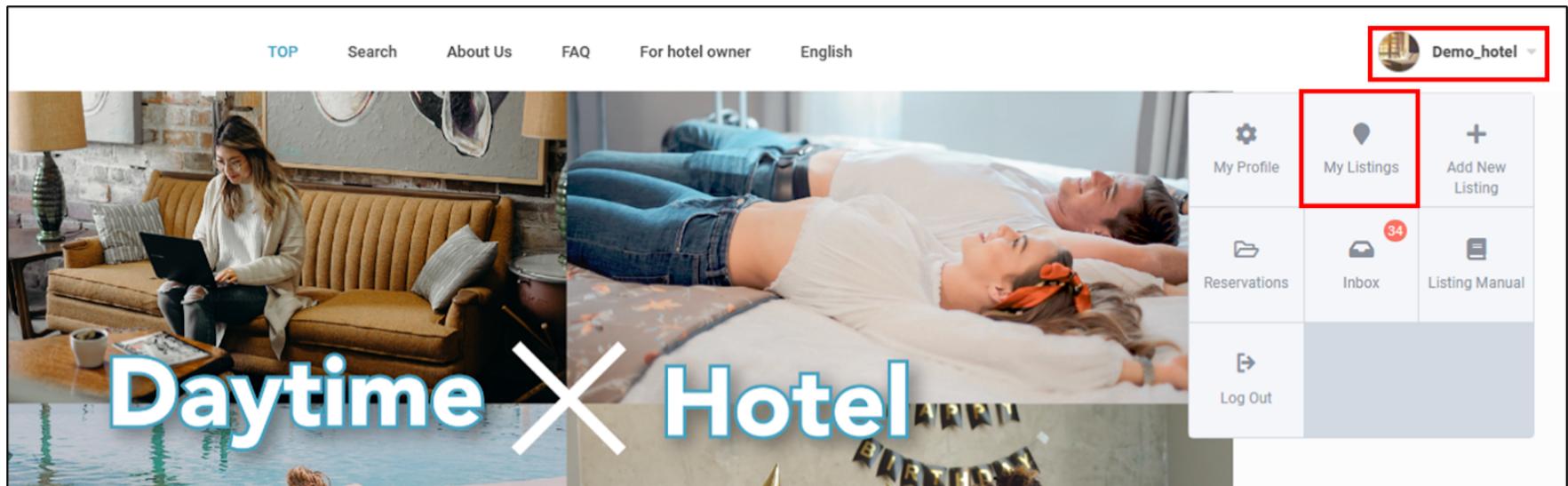


The screenshot shows the "Description" tab of the room editing form. It includes fields for Title (containing "Hotel New York /1 Queen Bed Classic"), Category (selected "Layover Hotels" and "Luxury Hotels"), Listed In/Room Type (selected "Hotel"), Guest number (set to 3), and Maximum guest number (set to 3). Other tabs available include Price, Images, Details, Location, Amenities, and Calendar.

## - room duplication

If you want to post a new room that is similar to the room that is already posted, follow the steps below.

Open "My Listing" from the top right menu



Click the duplicate icon

Property	Reviews	Price	Status	Actions
 Hotel New York /1 Queen Bed Classic Listed in Hotel and Layover Hotels, Luxury Hotels City: New York , Area: North of Manhattan	No Reviews	120 USD	● Published	<input checked="" type="checkbox"/>   

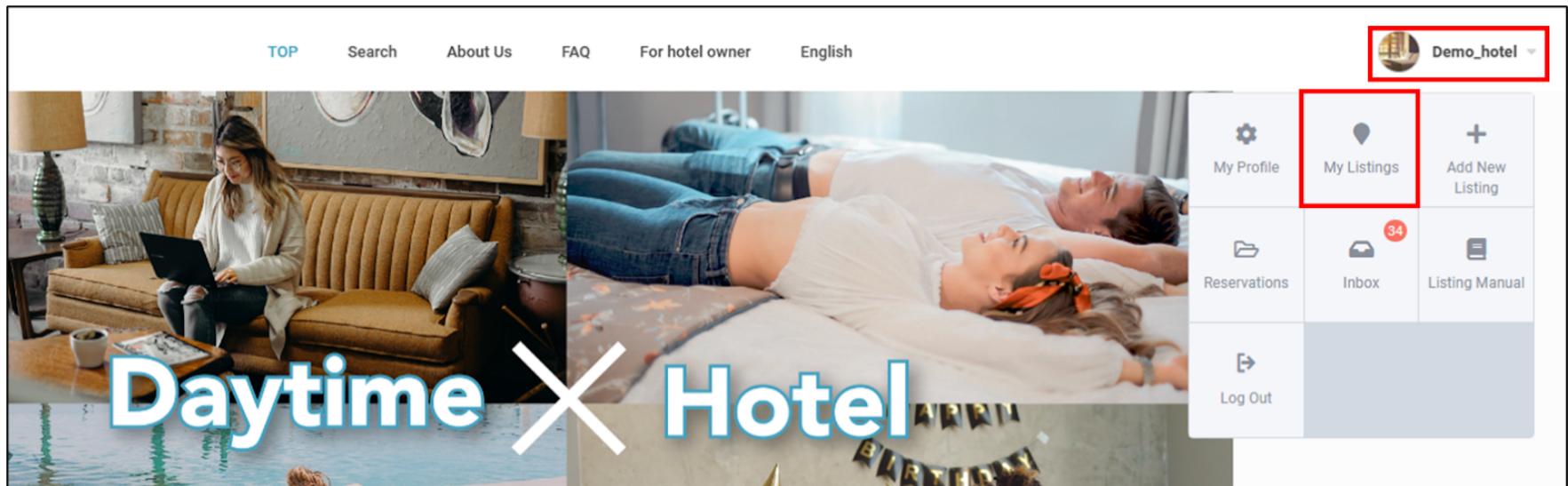
A new room with "(Copy)" added to the Title is created.

Edit the items you want to edit as necessary

## - Delete room

If you want to delete a listed room, follow the steps below.

Open "My Listing" from the top right menu



Click the delete icon

Property	Reviews	Price	Status	Actions
 Hotel New York /1 Queen Bed Classic Listed in Hotel and Layover Hotels, Luxury Hotels City: New York , Area: North of Manhattan	No Reviews	120 USD	Published	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span style="border: 1px solid red; padding: 2px;">Delete</span>

A warning will appear, but if there is no problem with deleting, click OK.

**daydreamhub.com says**

Are you sure you wish to delete Hotel New York /1 Queen Bed Classic?

OK Cancel

Property	Reviews	Price	Status	Actions
 Hotel New York /1 Queen Bed Classic (Copy) Listed in Hotel and Layover Hotels, Luxury Hotels City: New York , Area: North of Manhattan	No Reviews	120 USD	Waiting for approval	<input type="checkbox"/> <input type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Delete</span>
 Hotel New York /1 Queen Bed Classic Listed in Hotel and Layover Hotels, Luxury Hotels City: New York , Area: North of Manhattan	No Reviews	120 USD	Published	<input type="checkbox"/> <input type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Delete</span>

## - Toggle room public/private

If you do not want to delete the listed room, but want to make it private temporarily, follow the steps below.

Open "My Listing" from the top right menu

Click on the private icon

The screenshot shows a table with columns: Property, Reviews, Price, Status, and Actions. The 'Status' column shows a green dot next to 'Published'. The 'Actions' column contains several icons: a pencil, a trash can, a magnifying glass, and a red-bordered square.

The room will be closed if the following conditions are met:

The screenshot shows the same table structure. The 'Status' column now has a yellow dot next to 'Disabled'. The 'Actions' column icons remain the same as in the previous screenshot.

To return from private to public, please click the public icon in the same way

The screenshot shows the same table structure. The 'Status' column now has a red dot next to 'Disabled'. The 'Actions' column icons remain the same as in the previous screenshots.

return to public

The screenshot shows the same table structure. The 'Status' column now has a green dot next to 'Published'. The 'Actions' column icons remain the same as in the previous screenshots.

## 4. Reservation Management

### - Notification when a reservation is made

When a room listed is reserved, the email below will be sent to the email address registered in your profile.

[DayDreamHub] Notice of New Reservations 【DayDreamHub】新規予約のお知らせ

N noreply <noreply@daydreamhub.com> [REDACTED]

Hi there,

You have received one new reservation for a room you have listed.  
You can see the details on the "Reservations" page.

Please note that payment must be received at the reception desk on the day of your reservation.  
If you have any questions, please feel free to contact us.

Website URL: <http://daydreamhub.com>

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This email is for delivery only.  
Please note that we will not be able to respond to any replies to this email.

掲載している部屋に対して、一件の新規予約がありました。  
「予約一覧」ページから詳細を確認することができます。

なお、お支払いは当日受付にてご対応いただきますようお願い申し上げます。  
ご不明点等ありましたら、お気軽に弊社までお問い合わせください。

サイト URL: <http://daydreamhub.com>

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※本メールは配信専用です。  
このメールに返信いただいても対応できませんのであらかじめご了承ください。

【お問合せ先/Contact us】  
[info@daydreamhub.com](mailto:info@daydreamhub.com)

You will also receive a message on the website.

([How to check messages](#))

Inbox

You have 31 unread messages

From:	Subject:	Date:	X
GuestDemo	Message from GuestDemo	23-05-17	X
demo_user	Message from demo_user	23-05-17	X
GuestDemo	Message from GuestDemo	23-05-16	X
<b>Message from GuestDemo</b>			
A booking was confirmed			
<b>Reply</b>			
Re: Message from GuestDemo			
<b>Send Reply</b>			

## - Check your reservation list

Open "Reservations" from the top right menu

The screenshot shows the top navigation bar with links: TOP, Search, About Us, FAQ, For hotel owner, English, and a user profile icon labeled "Demo\_hotel". A dropdown menu is open from the user profile icon, containing options: My Profile, My Listings, Add New Listing, Reservations (which is highlighted with a red box), Inbox (with 34 notifications), and Listing Manual. Below the dropdown is a "Log Out" link.

You can check the reservation list

## Reservations

Property	Plan	Status	Check-in	Request by
	Only Evening 18:00~23:00	● Confirmed	23-03-19	GuestDemo guestdemo@testtest.com

Booking request 40354 for Hotel New York /1 Queen Bed Classic  
Available rooms: 4  
Invoice No: 40355  
Pay Amount: 167.5 USD Guests: 2 (Adults: 2, Children: 0, Infants: 0)

[View Details](#) [Reject this booking](#) [Send reminder email!](#)

You can also view the details of your reservation by clicking "View Detail".

Booking request 40354 for Hotel New York /1 Queen Bed Classic  
Available rooms: 4  
Invoice No: 40355  
Pay Amount: 167.5 USD Guests: 2 (Adults: 2, Children: 0, Infants: 0)

[View Details](#) [Reject this booking](#) [Send reminder email!](#)

**Invoice INV40355**

Period:	23-03-19
Guests:	2 (Adults: 2, Children: 0, Infants: 0)
Property:	Hotel New York /1 Queen Bed Classic
Rented by:	demo guest
Email:	guestdemo@testtest.com
Phone:	

Description	Price	Detail
Only Evening 18:00~23:00	150 USD	150 USD Single Fee
City fee	10 USD	
Tax	7.5 USD	
<b>User Pays</b>	<b>167.5 USD</b>	

**You Earn** 150 USD  
we deduct security deposit, city fees, cleaning fees and website service fee

Taxes: 7.5 USD  
\*taxes are included in your earnings and you are responsible for paying these taxes

\*If you want to print the invoice, please click the print icon on the upper right of the invoice.

## - Cancellation of reservation

If you want to cancel your reservation, follow the steps below.

**\*Please handle any communication with the guest regarding the cancellation of the reservation by yourself.**

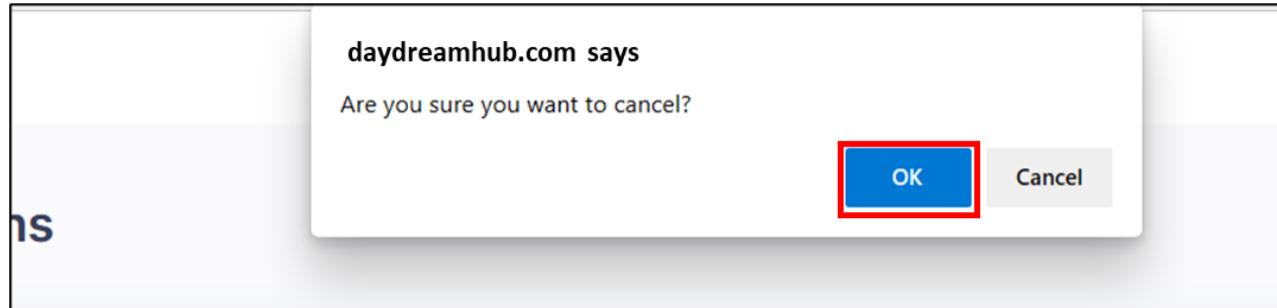
([5. Communicating with Guests](#))

Open Reservations from the top right menu

From the reservation list, click "Reject this booking" for the reservation you want to cancel

Property	Plan	Status	Check-in	Request by
	Only Evening 18:00~23:00 ~	● Confirmed	23-05-18	GuestDemo guestdemo@testtest.com
	Only Morning 9:00~12:00 ~	● Confirmed	23-05-21	GuestDemo guestdemo@testtest.com

A warning will appear, but if there is no problem to cancel, click OK.



The canceled reservation is removed from the list

Property	Plan	Status	Check-in	Request by
	Only Evening 18:00~23:00 -	● Confirmed	23-05-18	GuestDemo guestdemo@testtest.com

## - Send reservation reminder email

If you want to manually send reminder emails to guests, Follow the steps below  
(A reminder email will be sent automatically the day before the date of use)

Open "Reservations" from the top right menu

From the reservation list, click "Send reminder email!" for the reservation you want to send a reminder email to.

Property	Plan	Status	Check-in	Request by
	Only Evening 18:00~23:00 -	● Confirmed	23-05-18	GuestDemo guestdemo@testtest.com

When the display changes to "done", the transmission is complete.

## Reservations

Front Page

Property	Plan	Status	Check-in	Request by
	Only Evening 18:00~23:00 ~	● Confirmed	23-05-18	GuestDemo guestdemo@testtest.com

Booking request 40997 for Hotel New York /1 Queen Bed Classic  
Available rooms: 4  
Invoice No: 40998  
Pay Amount: 167.5 USD Guests: 2 (Adults: 2, Children: 0, Infants: 0)

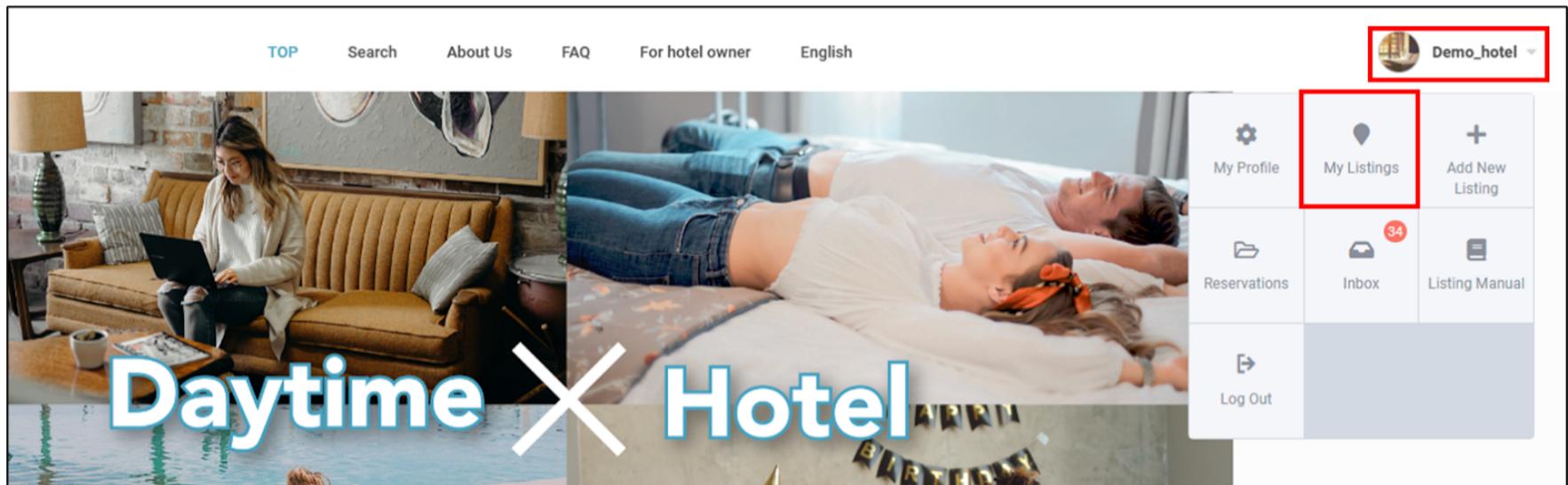
[View Details](#) [Reject this booking](#) [done](#)

### - Room's Check reservation status

You can check the room reservation status in the following two ways.

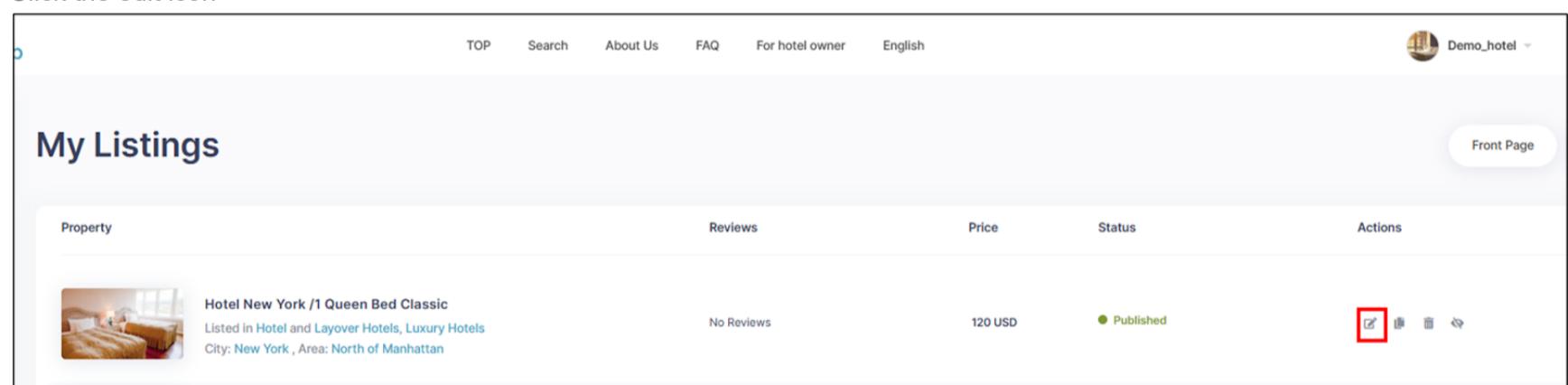
1. Check from the room edit screen (reservation unavailable dates and reservation status)

Open "My Listing" from the top right menu



The screenshot shows the main landing page of the Daytime X Hotel website. At the top, there is a navigation bar with links for TOP, Search, About Us, FAQ, For hotel owner, and English. On the far right of the navigation bar is a user profile icon with the text "Demo\_hotel" next to it. A red box highlights this profile area. Below the navigation bar is a large banner image featuring a woman sitting on a couch using a laptop and another woman lying on a bed. Overlaid on the banner is the text "Daytime X Hotel". To the right of the banner is a sidebar with several options: My Profile (with a gear icon), My Listings (with a location pin icon, highlighted with a red box), Add New Listing (with a plus icon), Reservations (with a folder icon), Inbox (with a mail icon and a red notification bubble showing '34'), and Listing Manual (with a document icon). At the bottom of the sidebar is a "Log Out" link.

Click the edit icon



The screenshot shows the "My Listings" page. At the top, there is a header with links for TOP, Search, About Us, FAQ, For hotel owner, English, and a "Front Page" button. Below the header is the title "My Listings". The main content area displays a table with one listing. The listing includes a thumbnail image of a bedroom, the title "Hotel New York /1 Queen Bed Classic", a description stating it is listed in Hotel and Layover Hotels, Luxury Hotels, and is located in New York, North of Manhattan. It also shows "No Reviews", a price of "120 USD", and a status of "Published" with a green dot. To the right of the listing are several small icons, with the edit icon (a pencil icon) highlighted with a red box.

Click "Calendar"

● Description      ● Price      ● Images      ● Details      ● Location      ● Amenities      ● Calendar

**Description**

Title \* Please enter in the format of "hotel name / room name".  
ex) Hotel New York /1 Queen Bed Classic

Hotel New York /1 Queen Bed Classic

Category and Listed In/Room Type

Category \* Please select the purpose of use.(Multiple selection possible)

Layover Hotels   Luxury Hotels

Listed In/Room Type \* Please select one

Hotel

Guest number

Maximum guest number \* Please enter the number of guests available.

3

You can check the reservation status of the room (the date marked in orange is the reservation date)

● Description      ● Price      ● Images      ● Details      ● Location      ● Amenities      ● Calendar

**Non-reservable dates**

Select the dates you want to make reservations unavailable.

May 2023

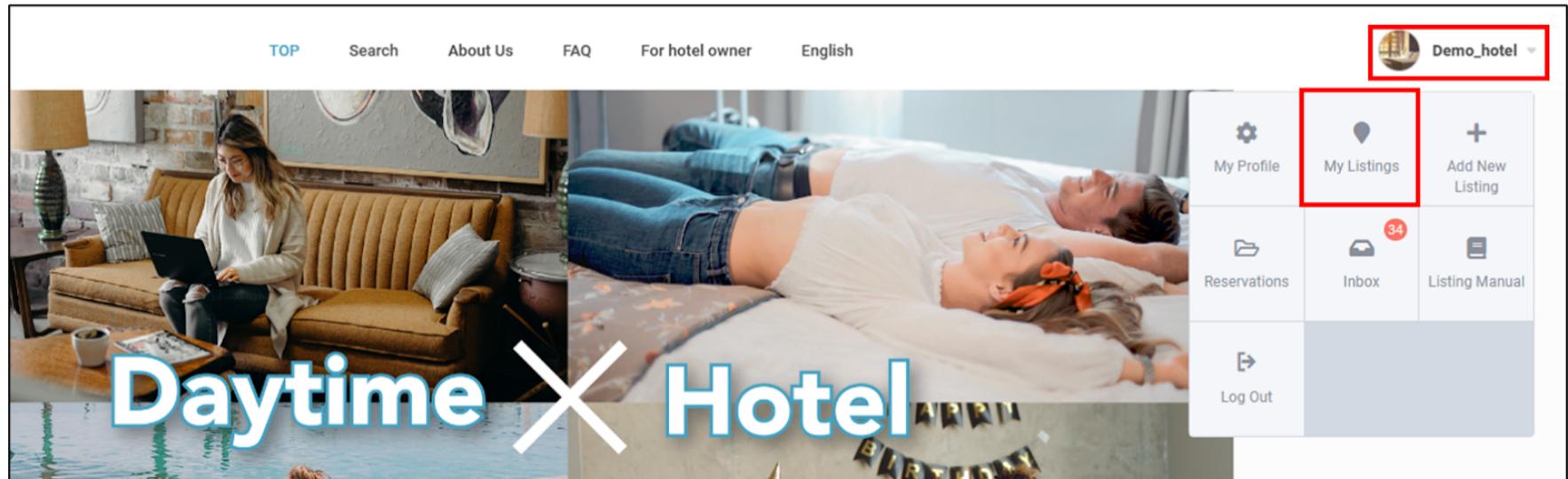
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

■ Today   ■ Dates Booked   ■ Room not available

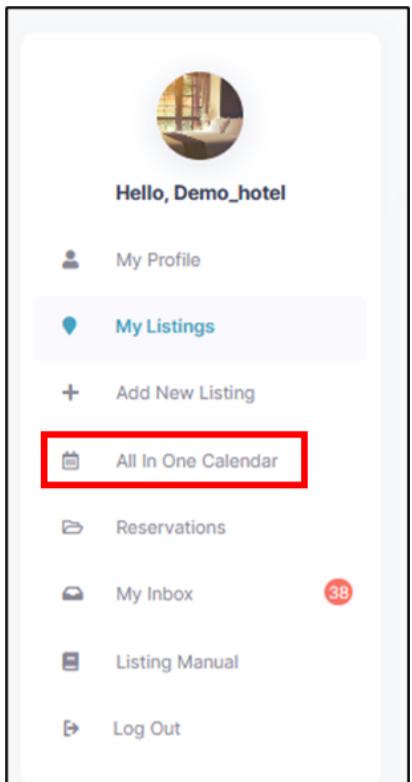
**Save**

2. Check from All In One Calendar (reservation status for each room)

Open "My Listing" from the top right menu



Click "All In One Calendar" from the left menu



You can check the reservation list for each room

\*If the layout collapses, enlarge the screen.  
\*The calendar will not be displayed correctly on resolution lower than 1200px (because of lack of space). Please do not use this feature on mobile devices.

\*In addition, it cannot be used on mobile devices because the display is broken.  
Also, when using a monitor with a large screen size other than a laptop, the display may collapse.  
In that case, please adjust the magnification of the browser screen accordingly

## 5. Communicating with guests

Communication with guests is possible by using the message function on the site

### - How to check messages

Open "Inbox" from the top right menu

You can check the message list

## Inbox

Front Page



You have 38 unread messages

1 From: GuestDemo

Subject: Message from GuestDemo

23-05-17

1 From: demo\_user

Subject: Message from demo\_user

23-05-17

1 From: GuestDemo

Subject: Message from GuestDemo

23-05-16

You can display the contents by clicking the message you want to display

## Inbox

Front Page



You have 38 unread messages

1 From: GuestDemo

Subject: Message from GuestDemo

23-05-17

1 From: demo\_user

Subject: Message from demo\_user

23-05-17

1 From: GuestDemo

Subject: Message from GuestDemo

23-05-16

## Inbox

Front Page



You have 35 unread messages

From: GuestDemo

Subject: Message from GuestDemo

23-05-17

From: demo\_user

Subject: Message from demo\_user

23-05-17

From: GuestDemo

Subject: Message from GuestDemo

23-05-16

Message from GuestDemo

A booking was confirmed

Reply

Re: Message from GuestDemo

Send Reply

## - How to send a message

Select the message you want to reply to

## Inbox

Front Page



You have 35 unread messages

From: GuestDemo

Subject: Message from GuestDemo

23-05-17

From: demo\_user

Subject: Message from demo\_user

23-05-17

From: GuestDemo

Subject: Message from GuestDemo

23-05-16

Message from GuestDemo

A booking was confirmed

Reply

Re: Message from GuestDemo

Send Reply

Enter the content you want to send and click "Send Reply"  
\*Please note that messages are not automatically translated.

The screenshot shows the DayDreamHub inbox. At the top, it says "You have 35 unread messages". Below that, there are three messages listed:

- From:** GuestDemo **Subject:** Message from GuestDemo **Date:** 23-05-17
- From:** demo\_user **Subject:** Message from demo\_user **Date:** 23-05-17
- From:** GuestDemo **Subject:** Message from GuestDemo **Date:** 23-05-16

Below the messages, there is a message preview for "Message from GuestDemo":

A booking was confirmed

**Reply**

Re: Message from GuestDemo

What time are you going to arrive?

**Send Reply**

## 6. Payment of Guest Fees

DayDreamHub does not accept online payments

Please receive the fee from the guest on the day of use

## 7. Contact information

If you have any questions, please feel free to contact us at the contact information below.

Email: [contact@daydreamhub.com](mailto:contact@daydreamhub.com)