Canyon Farms RV Staff Guide

1. Access & Login
- Visit /login and use your staff credentials (admin/admin by default).
- Log out from the navbar when you finish your session.

2. Availability Overview
- The grid shows two site groups: Full Hookup (Sites 1-8) and Power / Water (Sites 9-10, Dahlia East,
- Green cells display available sites plus max continuous nights (e.g., 2 / 3d).
- Hover a green cell to see which sites are open and the longest stay before moving.
- Yellow = tentative holds, Red = confirmed bookings for that group.

3. Creating Reservations
- Use the Dashboard 'Add Reservation' button.
- Choose 'Auto Assign' to let the system pick a site; it will optimize existing bookings if needed.
- If a guest requests a specific pad, select it manually. The system will attempt to optimize around their
- Locked reservations (toggle in the form) will never move during optimization.
- You will see warnings when auto-assignment or optimization adjusts other bookings.
- If no single pad can host the full stay you will be prompted to discuss splitting the stay.

4. Editing Reservations
- Click a reservation in the Dashboard to view details, then choose Edit.
- Date or site changes trigger the same availability and optimization checks as new bookings.
- Locked reservations cannot be dragged to another site but dates may still be updated.

5. Drag-and-Drop
- Toggle Edit Mode to enable dragging reservations to new dates or pads.
- Yellow preview = valid, Red preview = blocked. Locked stays refuse cross-site moves.

6. Auto Slot Logic
- The system first looks for an open pad for the entire stay.
- If none exist, it automatically runs the optimizer to free space when possible.
- You will be warned when other bookings were moved or when only split availability remains.

7. Exporting
- Use the Dashboard 'Export' button to open the printable view.
- Select a month range to download; reservations are sorted Site 1-10, then Dahlia East/West.
- Status and payment badges mirror the Dashboard (yellow=tentative, blue=confirmed, red dashed=un

8. Availability Tips
- Prefer Auto Assign to keep pads consolidated; rerun Optimize when you reshuffle manually.
- Warn guests about potential split stays if the tooltip shows only short continuous availability.

Support
- Contact the operations lead or system administrator for access issues or major schedule conflicts.

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