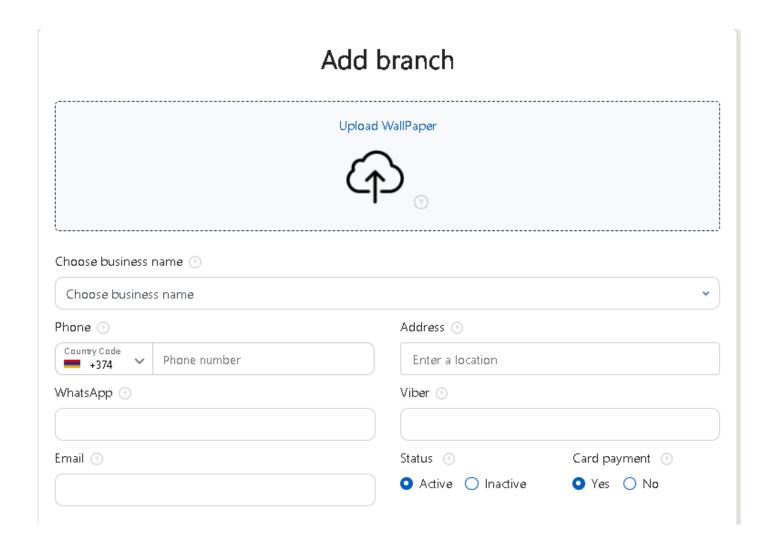
# **Add Branch**



# **Upload Wallpaper**

You must upload an image that will appear at the top of your page.

The size of the image should be maximum 5 megabytes and 600X1000 in size.

#### **Phone**

If you fill the number, it will appear in website on your page and tourists will have the opportunity to contact you with that number. It is recommended to mention the phone number so that tourists can contact you in case of questions.

#### **Address**

You must fill the address of luggage storage. By moving the flag in the map below, you can specify the location of the luggage storage.

## **WhatsApp**

If you fill the number, it will appear in website on your page and tourists will have the opportunity to contact you with that number. It is recommended to mention the WhatsApp number so that tourists can contact you in case of questions.

#### Viber

If you fill the number, it will appear in website on your page and tourists will have the opportunity to contact you with that number. It is recommended to mention the Viber number so that tourists can contact you in case of questions.

### **Email**

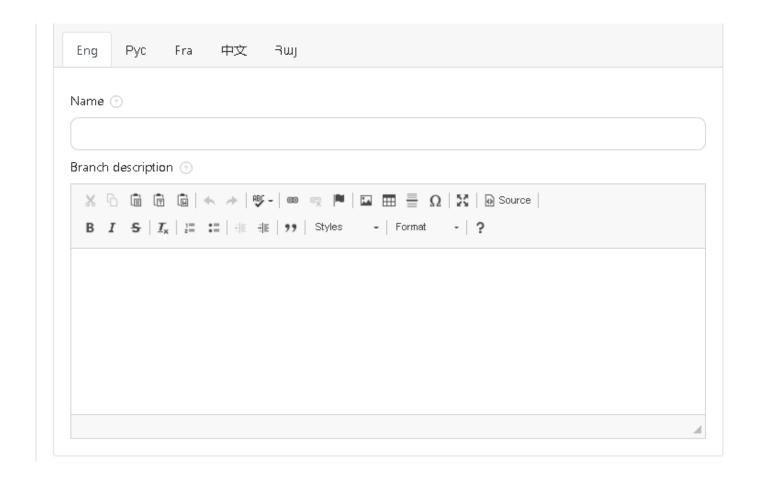
Email is required. To this email will be sent from LugLockers information about bookings, booking cancellations and other notifications. The email address will not be shown on the site. You can specify different emails for each branch.

#### Status

Here you can change the activity status of the branch. If you select "Inactive", it will not appear on the site.

## Card payment

If you also accept non cash payment, you must select "Yes". Otherwise, it should be marked as "No". This data will appear on the website.



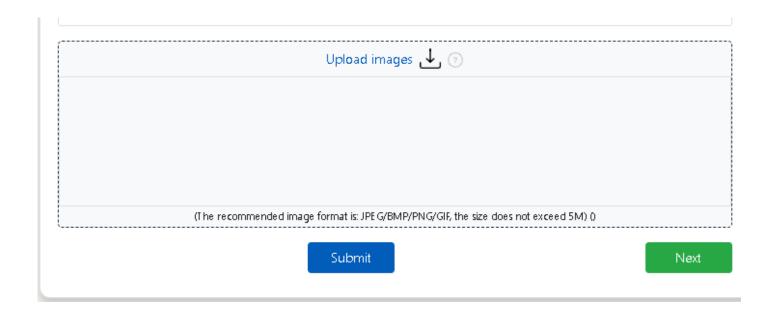
### Name

Should be filled the name of the luggage storage address. It can be the name of the hotel, hostel, shop, cafe where the items should be stored.

### **Branch description**

This field is very important. Should be filled information about luggage storage place, which will enable tourists to easily find the place and get oriented when choosing the place of the storage. You should fill what famous place is near, for example, 100 meters from the metro or cultural center, etc.

These fields must be filled in all languages.

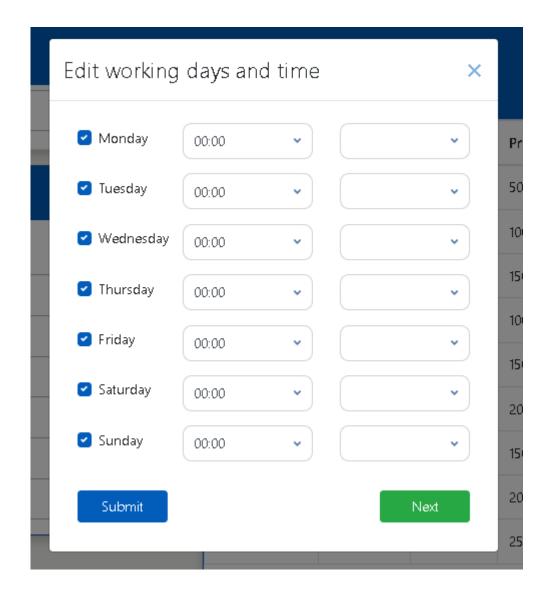


# **Upload images**

You need to upload pictures that will appear on your website page.

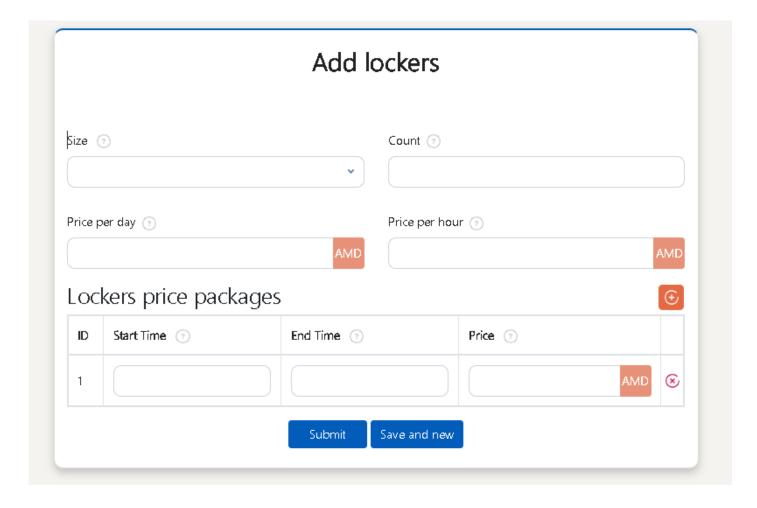
It is recommended to upload at least 5 pictures. Pictures that will make it easy to find the luggage storage address

# **Opening hours**



Working hours are filled in on this page. If the note <v> is removed, it means that the luggage storage is closed on that day.

# Add locker



#### Size

It is needed to choose the size of the luggage. If the prices depend on the size of the luggage, you should choose the appropriate size, «Small», «Medium» or «Large». If the prices are not depend on for the size of the luggage, you should select the option «Any size».

«Small», «Medium» or «Large» sizes are:

	Small	Medium	Larg
Height	Up to 56 cm	From 56 to 67 cm	More than 67 cm
Width	Up to 38 cm	From 38 to 44 cm	More than 44 cm
Depth	Up to 24 cm	From 24 to 28 cm	More than 28 cm

#### Count

Must be filled the maximum number of mentioned size luggages that you can store.

The purpose of this field is that, after making a booking, if the number of luggage to be checked in at the same time expires, the system will not allow make a booking.

# Price per day

Filled in if prices are set per day. For example, the price for one day of luggage storage is 5 Euros. One day prices are calculated for every 24 hours.

# Price per hour

Filled in if prices are set for every one hour. For example, the price for one hour of luggage storage is 5 Euros

# Lockers price packages

It is filled in if the prices are by hours. For example: 0-6 hours 2 euros, 6-12 hours 4 euros, 12-24 hours 6 euros. In order to attract many clients, it is recommended by LugLockers to set prices in these ranges.

It is also recommended to set the prices according to the size of the luggage: small, medium and large.