Global Réservation

User Guide for the management of your webpage on Global Reservation's website

Enter the following address: http://dev2.global-reservation.com/login

Please use GOOGLE CHROME OR FIREFOX

Enter your username and password and click "Connexion" (please contact us to get your username and password).

At any time, you can safely disconnect your account by clicking the "DISCONNECTION" button in the upper left.

Disconnection

Administrative information

You can see the details of your establishment.

At the bottom of the page, you can click the link to see your webpage on the new Global Reservation's
website.

Here is the link to see the establishment of the institution Global Reservation

Name of your hotel

By putting your cursor on "Information concerning the establishment"
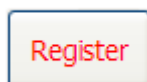***
You will be able to see
  – Accommodation
  – Rooms
  – Corporate (if you have the Corporate section)

1. ACCOMODATION

By clicking on "Accommodation", you must complete the sections.

** NOTE THAT YOU CAN CLICK AT ANY TIME ON THE "REGISTER" BUTTON TO THE LEFT OF YOUR SCREEN

*** NOTE to select multiple items at once, you must press and hold the "Ctrl" button and click on all the items you want.

• Accommodation style
• Number of floors
• Number of rooms
• Hotel affiliation group (if applicable)
• Check-in time
• Departure time
• Payment methods
• A small summary text in French and English
• Descriptive text FR (this text is the most important, it will be on your website's homepage)
• Descriptive text EN (this text is most important, it will be on your website's home page)
• A main photo (to add your photo; click on "choose a file". A window will open, choose the desired picture. Once selected, press open)
• A picture for each room category
• Logo (logo of your hotel)

Texts for policies and additional descriptions:
• You can fill in the fields for your business in French and English.

Photo Gallery:
• Click on "Add a Photo"
• Enter a legend. For example: room no.1 or Pool
You can add more before saving.
• Then click Save
You can add as many photos as you want.

To delete a photo
• Go to "Photo Gallery"
• Check the small box next to "Delete"
• Click on "Delete"

High and low season period:
If you have a period of high and low season, you can register this period on your webpage.
• Enter the title of the period in French and English
• Select the starting and ending date of the period

Services:
• Check all the boxes which correspond to the service you offer in your establishment

Activities:
• Include in the rectangles, the number of kilometres or miles of the activities from your establishment.
• If the activity is located within your establishment, please enter "0"
• You do not have to enter the number of kilometres for all activities.

CLICK ON REGISTER
To the left of your screen in the middle.
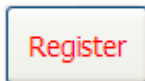
Register

      2. ROOMS
Click on "Information concerning the establishment ***"
Click on "Rooms"

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INFORMATION CONCERNING THE ESTABLISHMENT   PACKAGES

Accommodation

Rooms

corporatif

At that moment, you are supposed to see the rooms that you have already registered.

home

Add a room

Here is the order in which your room will appear on your mini site.

enregistrer

Types of rooms	Name	Display order	Quantity	Activate
	Economy room		70	✅
	2-bed Standard room		70	✅

Click on the name of the room.

You must complete the sections.

- Room category
- List of beds
- List of equipment
- Quantity (number of rooms)
- Title FR
- Title EN
- Text presentation FR and En
- Description FR and EN
- Number of occupants in the room
- Minimum low season rate
- Maximum low season rate
- Minimum high season rate
- Maximum high season rate
- Check if there is a continental breakfast, American breakfast, buffet or if lunch is not included
- Image fot the presentation of the image (photo of the room)

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- Display order (this will determine the display order of your room on your webpage (for example, 1 should be entered to the room that you want to be at the top position)
- Then click on the "Photo Gallery" tab to add photos of the room.

Enregistrer vos informations >>

- Click on

** Follow the same steps for the other rooms.

3. **Add a room**

Add a room

- Click on
- Follow the same steps as above.
- Click on "Information concerning the establishment ***"
- Click on "Rooms"

4. **Corporate section** (If you do not have the Corporate section, it mean that you are not registered on this section)

Click on "Information concerning the establishment ***"
Click on "corporate"

Hôtel

INFORMATION CONCERNING THE ESTABLISHMENT   **PACKAGES**

Accommodation

Rooms

corporatif

• Click on "Add a corporate"
• Follow all the steps after that to add a meeting room.

5. Packages:

Click on "Packages"

Return to home

- Click on "Add a package"
- You must complete the sections.
- Package category
- Packages name FR - EN
- Text FR - EN
- Enter the start date of the package
- Package ending date
- Add a main image
- Rate
- Check the appropriate boxes
- Add photos in the "Photo Gallery" tab

- Click on

At any time, you can click "Return to home"

Return to home

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