How to use the back-end of your online webshop powered by Hotel Treats?

1. The back-end

The Back-end will be your best friend during your journey with Hotel Treats. Here you will be able to manage your stocks and availability, check your invoices and track the sales through your online shop.

Once you log in, you will access to the back-end of the online shop of Minor Hotels. As you can see, right on top there is the menu, where you can access all features:
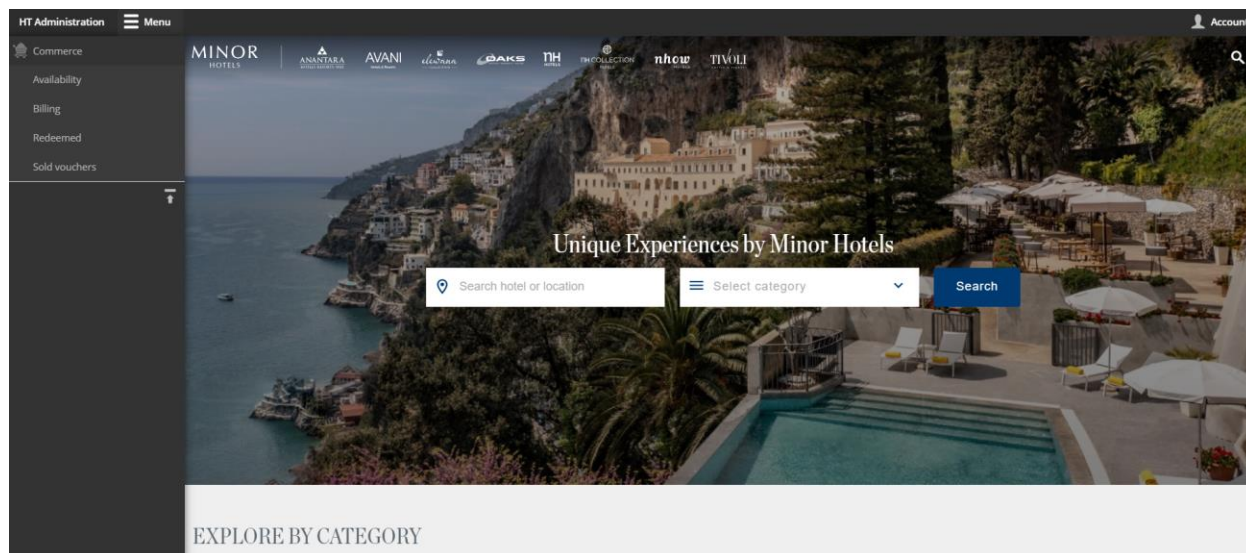
2. Availability

At this tab you will be able to check your stock and manage the stock of your experiences that are bookable via an online calender. You can close sales, reduce stocks or increase the available stock for your experiences.

To check the loaded availability, you can use our filters so that it is easier to find the experience of your interest. Otherwise, all experiences related to your property will be shown below.

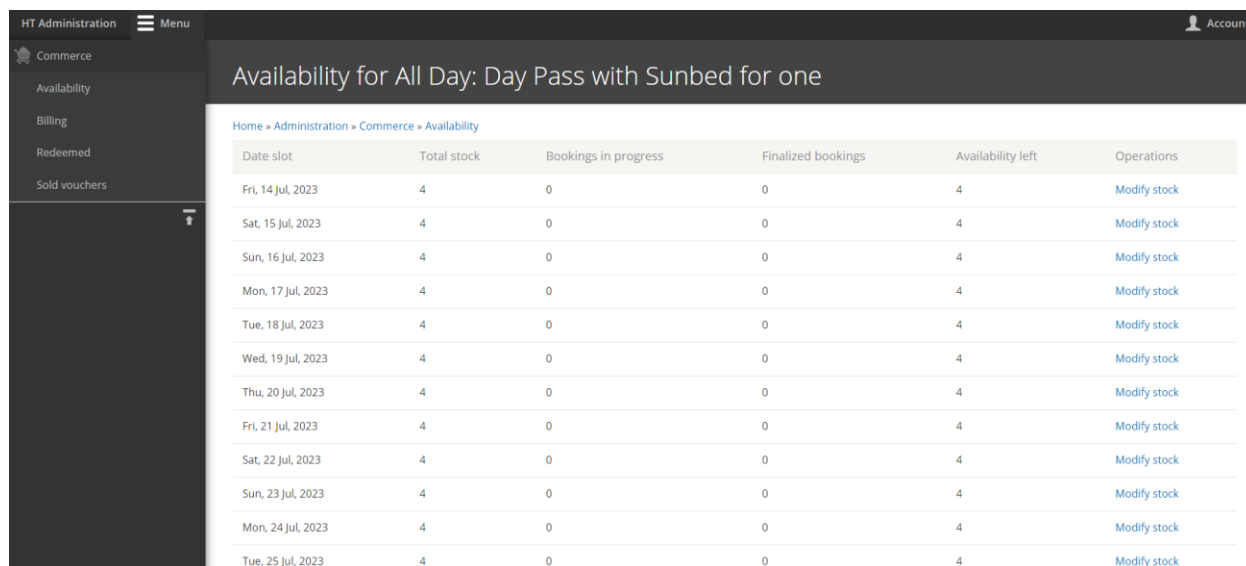# How to use the back-end of your online webshop powered by Hotel Treats?
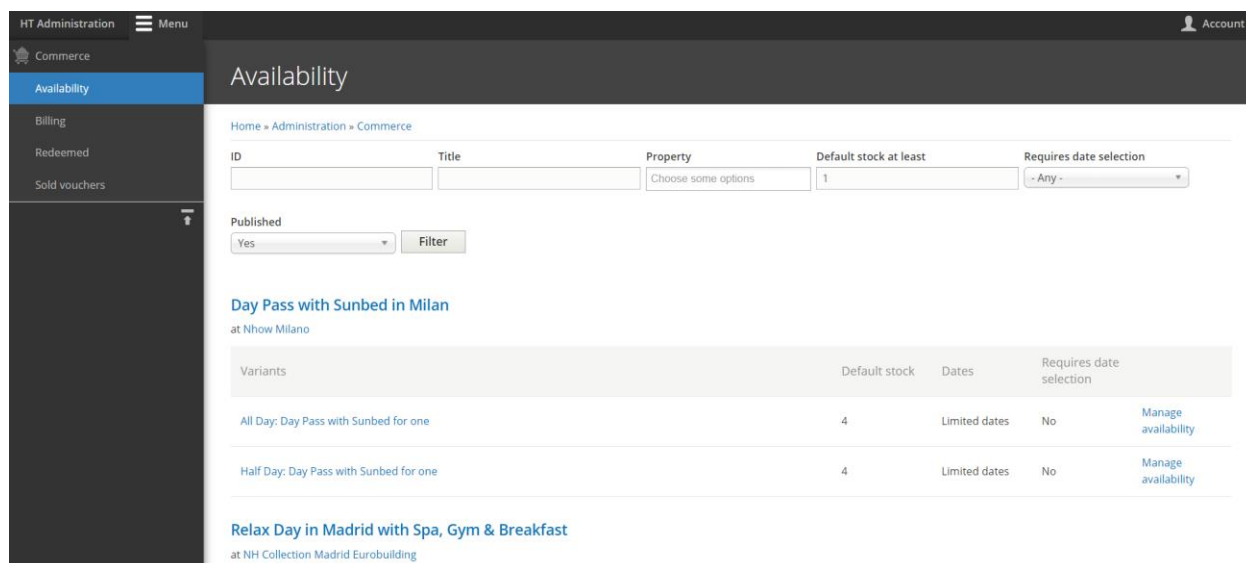
To check the availability of one experience, please click on the name of the experience or on *Manage Availability*. Then you will be able to see the current stock loaded for the experience. Here you find the following information:

Total stock: Total stock including confirmed bookings for one specific date.

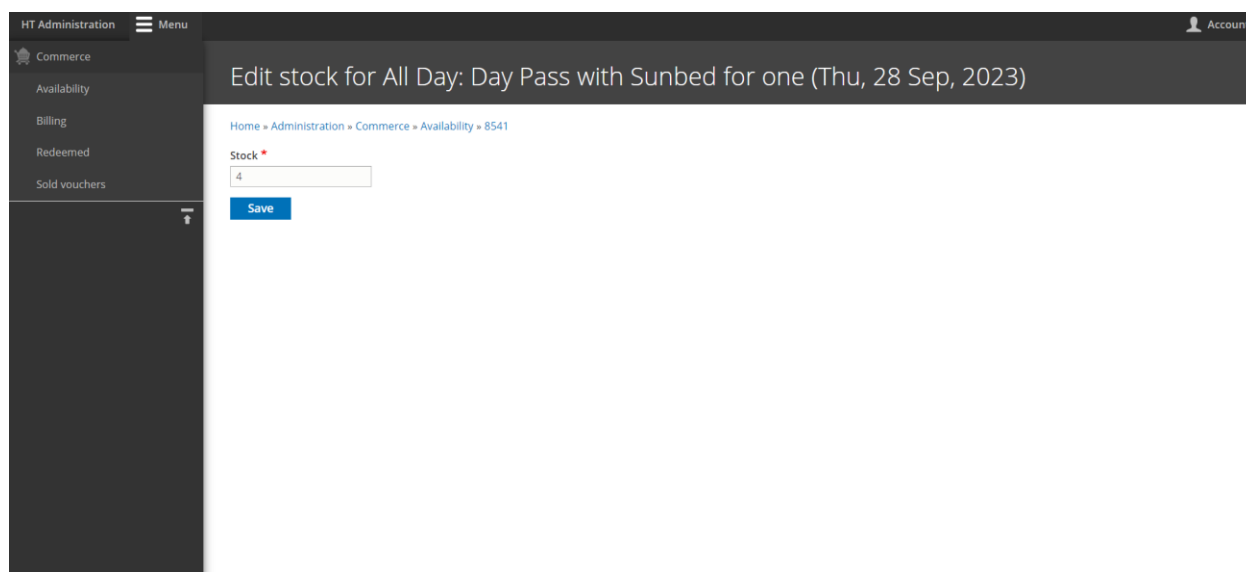**Bookings in Progress / Finalized Bookings:** Number of confirmed bookings for one specific date

Availability Left: Available stock for one specific date

To amend the stock of one specific date, please click on *Modify Stock.* Then you will be able to select a new Total Stock for one specific date. Please, note that confirmed bookings take part of this stock. Once done, just click on *Save* and your stock will be updated.

3. Billing

At this tab you will be able to check the monthly commission invoices issued by Hoteltreats. You can download them by clicking on *Download.*

4. Redeemed Vouchers

At this tab you will be able to check all vouchers that were redeemed. This includes the vouchers sold through your online webshop and also through www.hoteltreats.com. Here you can choose the filters of your interest and just click on *Filter*. Then, you will also be able to download the report on Excel format, by clicking on *Export as XLSX.*

5. Sold Vouchers

At this tab you will be able to check all vouchers, redeemed and unredeemed, sold through your online webshop and also all redeemed vouchers sold through www.hoteltreats.com. Here you can choose the filters of your interest and just click on *Filter*. Then, you will also be able to download the report on Excel format, by clicking on *Export as XLSX*.

6. How to redeem a voucher

Every hotel will have an unique link to check the status of the vouchers and also to redeem them. When you access your unique link,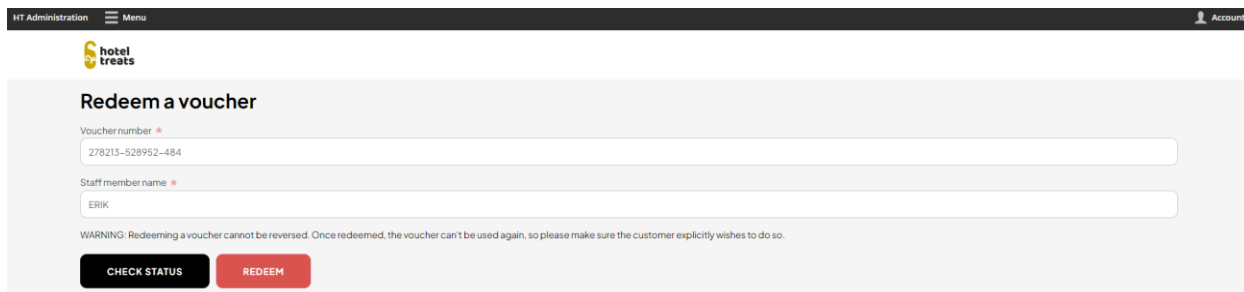 you will need to insert the number of the voucher, including the minus "-" and the name of the person who is checking or redeeming the voucher:

To check the status, you just need to click on *Check Status* and then you will be shown the full information related to this voucher. In case you want to redeem it, just click on *Redeem* and the voucher will be automatically redeemed.

The voucher number is correct. Please refer to the table below for status information.

Redeem a voucher

Voucher number *

278213–528952–484

Staff member name *

ERIK

WARNING: Redeeming a voucher cannot be reversed. Once redeemed, the voucher can't be used again, so please make sure the customer explicitly wishes to do so.

Number number	Product name	Property	Price	Booking slot	Status	Redeemed by	Redeemed date	Purchase date	Expiry date
278213–528952–484	Deluxe Day Pass with Lunch - Day Pass con Almuerzo para uno	H10 Playa Meloneras Palace	€65.00	Thu, 14 Sep, 2023	active			Mon, 11 Sep, 2023 - 12:12	Tue, 10 Sep, 2024

CHECK STATUS   **REDEEM**