REWARDSDASH

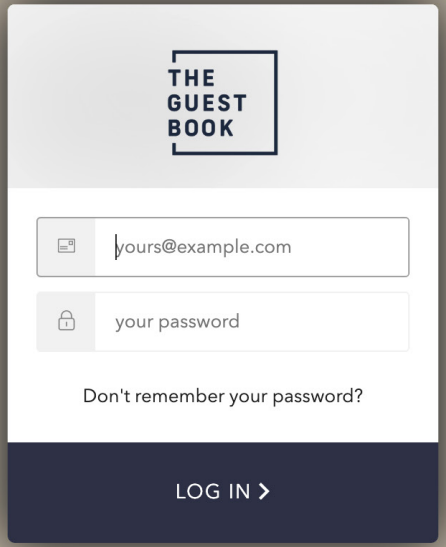
User Guide

Rewards management at your fingertips

THE GUEST BOOK

REWARDSDASH LOGIN

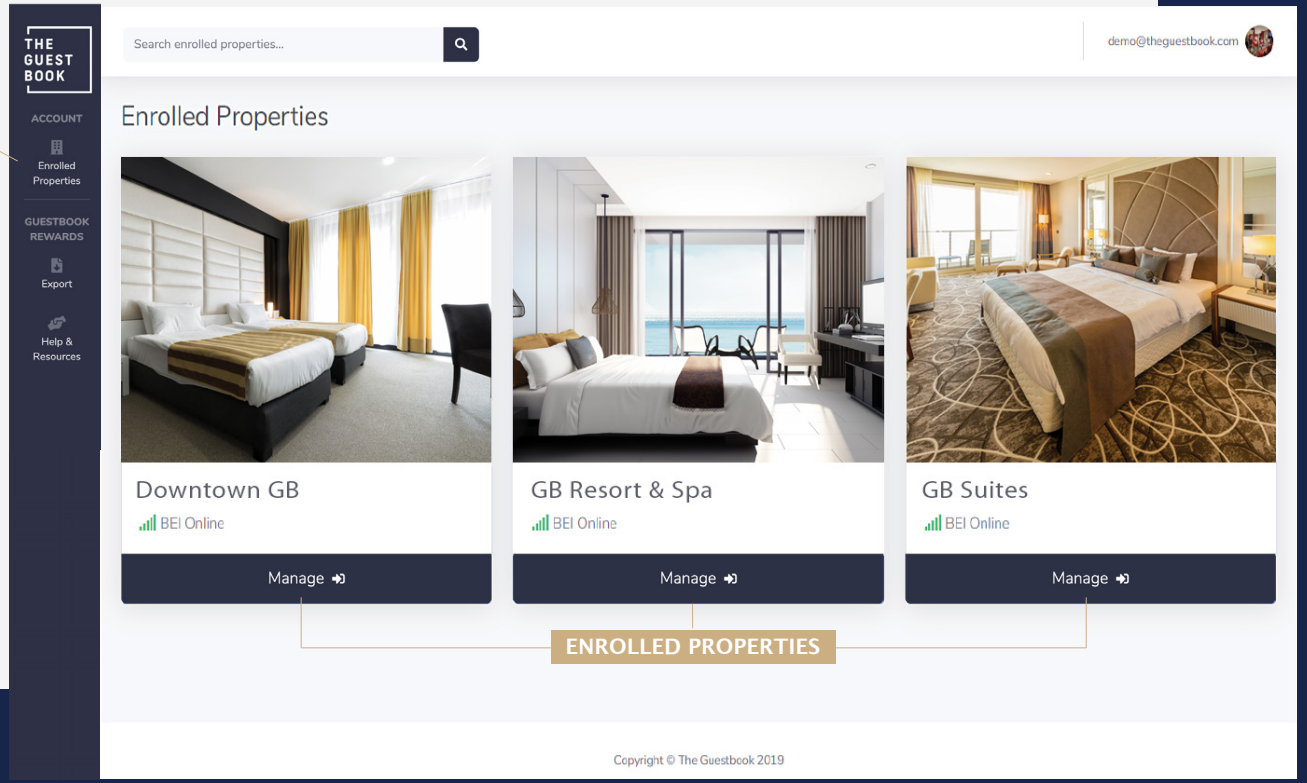
Enter your **email** and **password.**



PROPERTY MENU

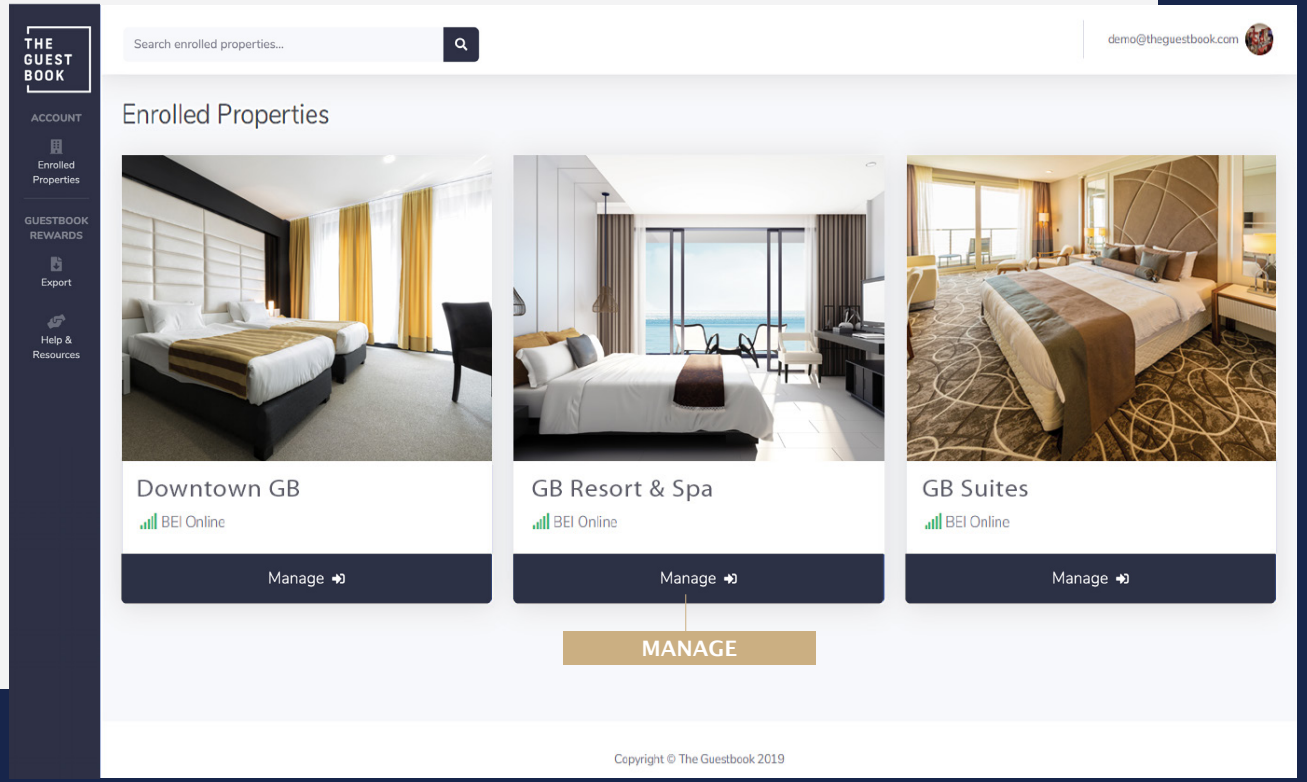
ENROLLED PROPERTIES

After logging in, the **Enrolled Properties** menu populates the property or properties based on individual access.



PROPERTY MENU

Click on **Manage** to access additional menu options for each property.

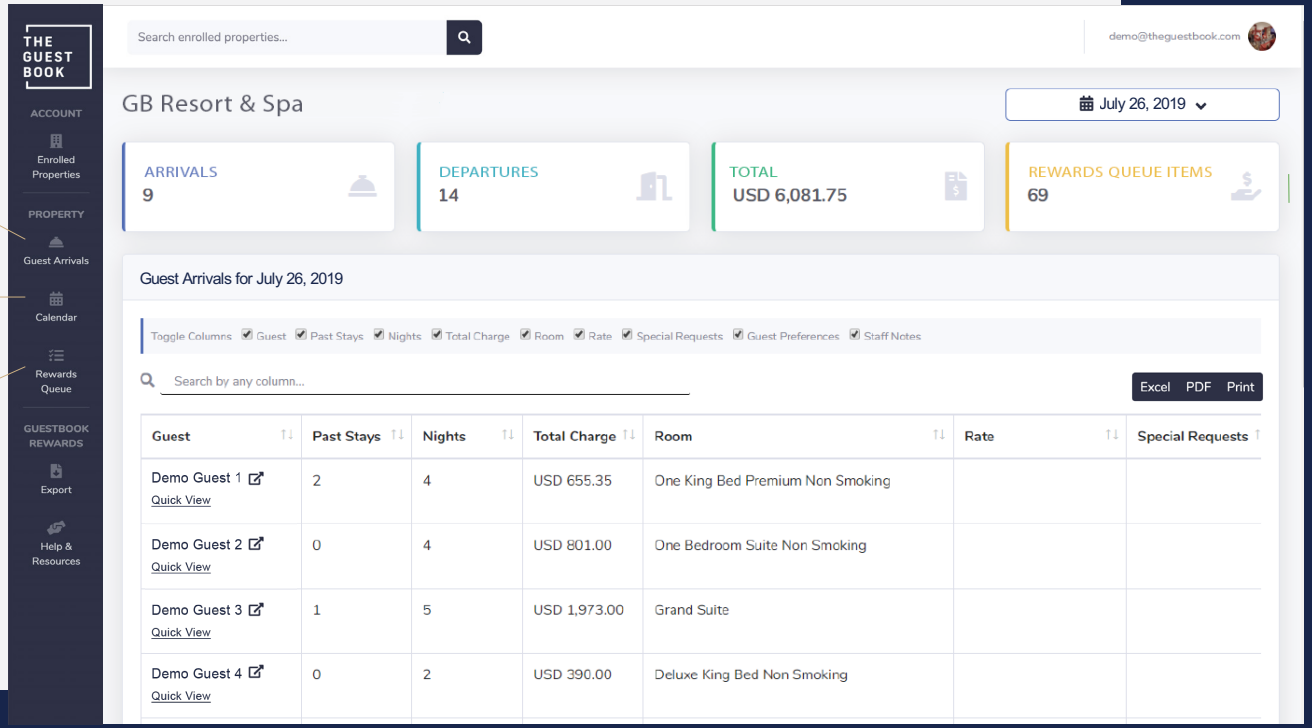


MANAGE MENU SELECTION

GUEST ARRIVALS

CALENDAR

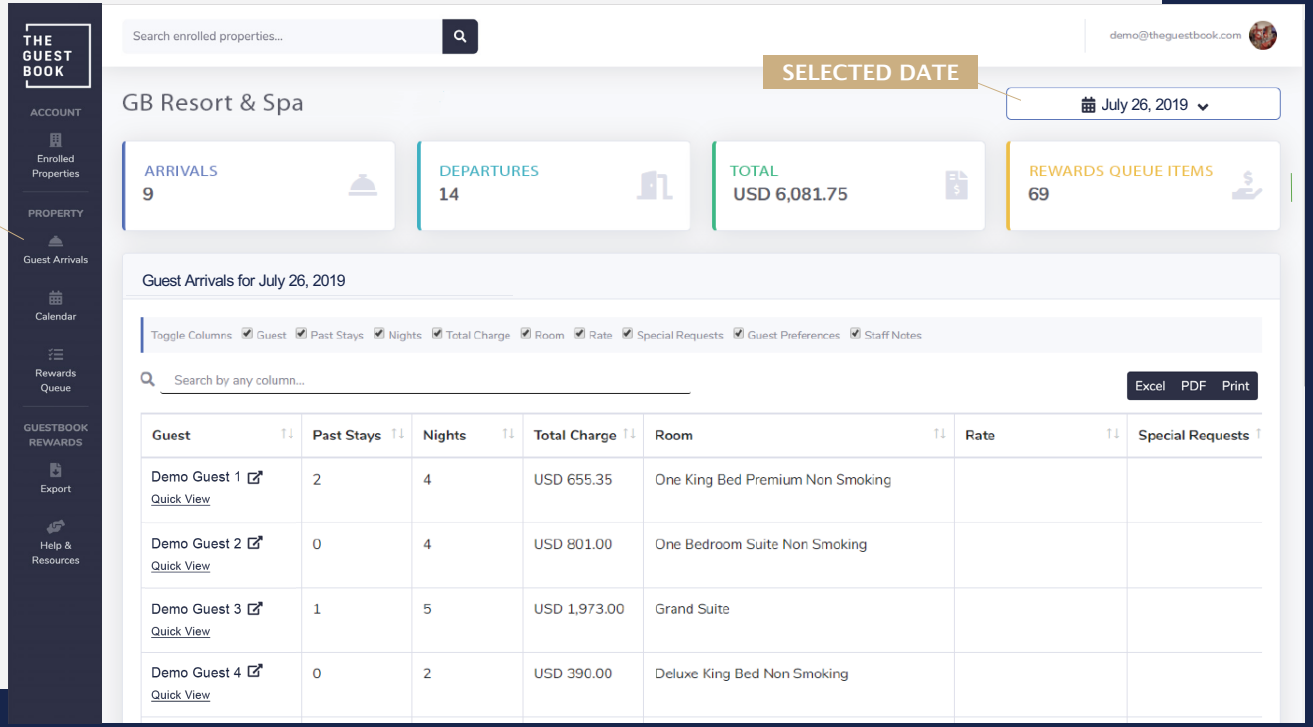
REWARDS QUEUE



Includes dashboards for **Guest Arrivals, Calendar** and **Rewards Queue.**

THE GUEST BOOK

GUEST ARRIVALS DASHBOARD



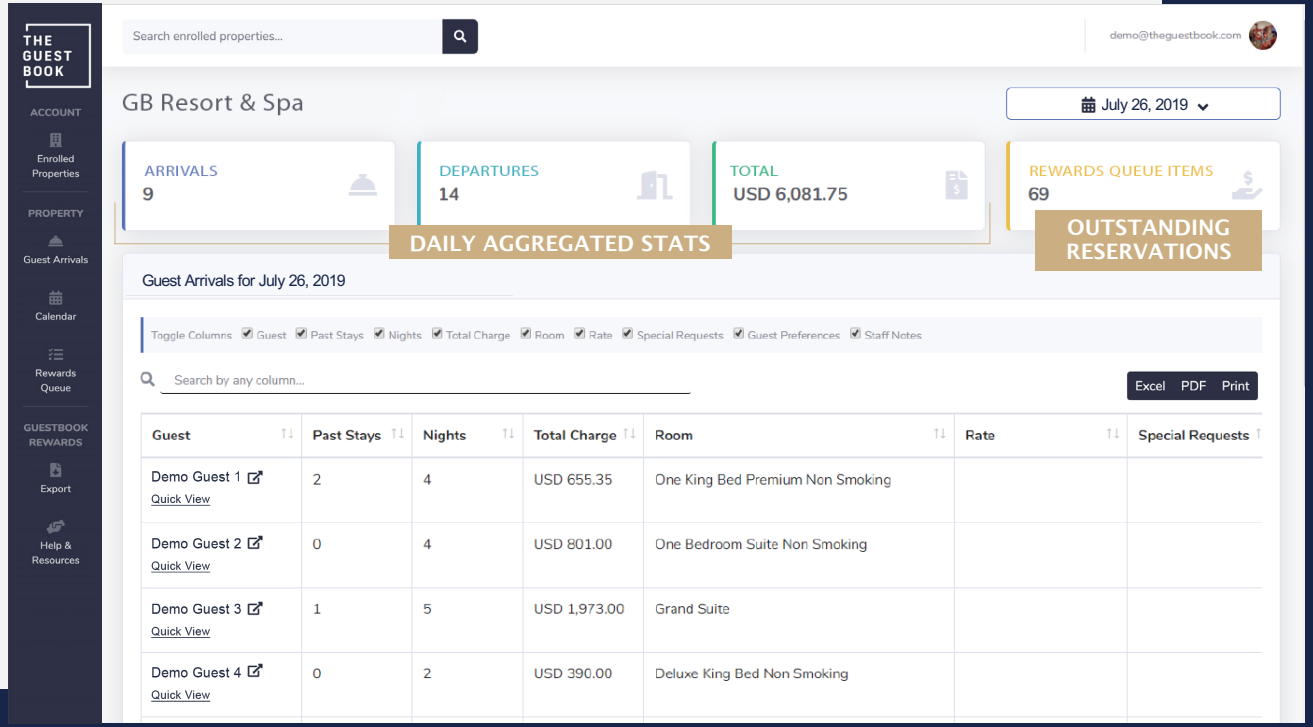
GUEST ARRIVALS

Provides **summary** and **detailed** daily information for the selected date.

THE GUEST BOOK

GUEST ARRIVALS DASHBOARD

Quickly access **daily aggregated reservation statistics** and **current outstanding reservations** processing in the Rewards Queue.

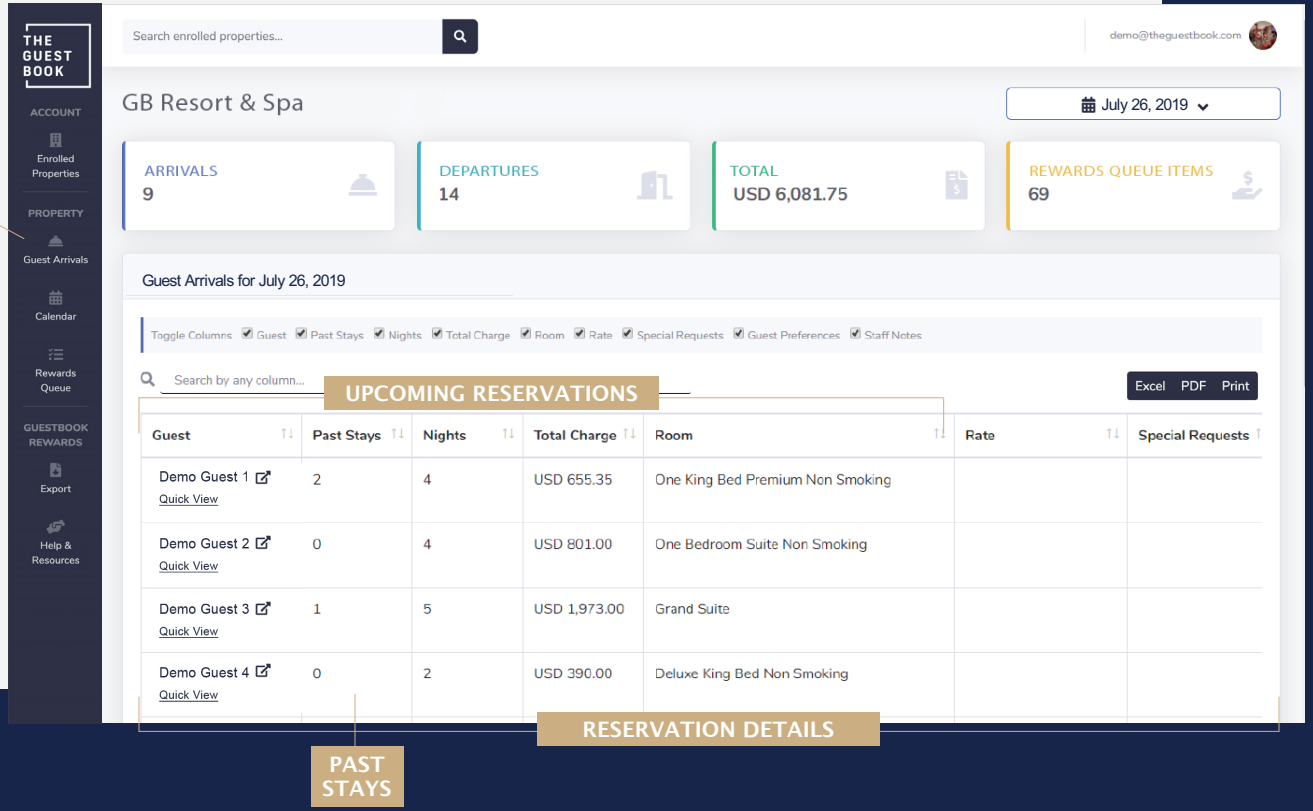


THE GUEST BOOK

GUEST ARRIVALS DASHBOARD

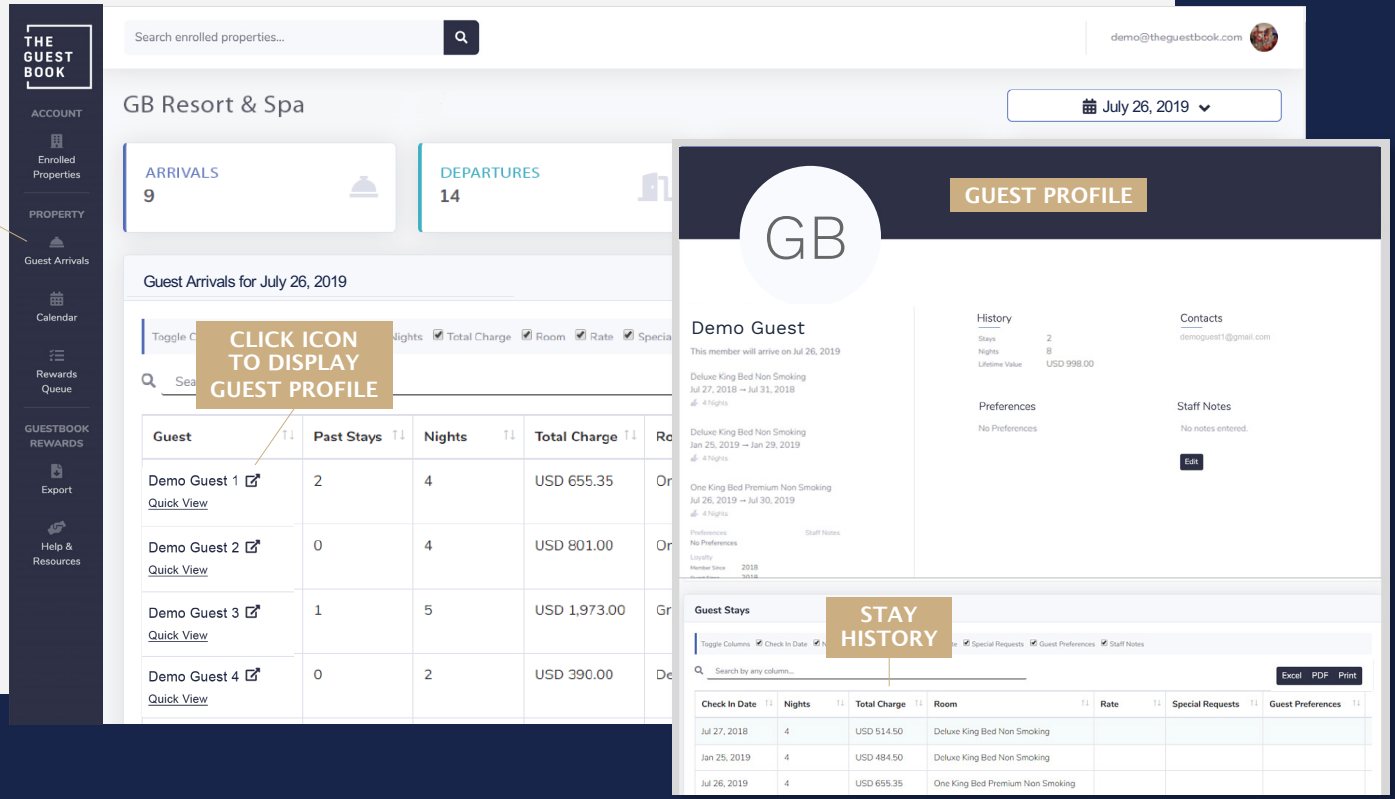
GUEST ARRIVALS

Displays reservation details of the **daily arrivals**, if the guests has **past Guestbook stays** and the details of the **upcoming stay.**



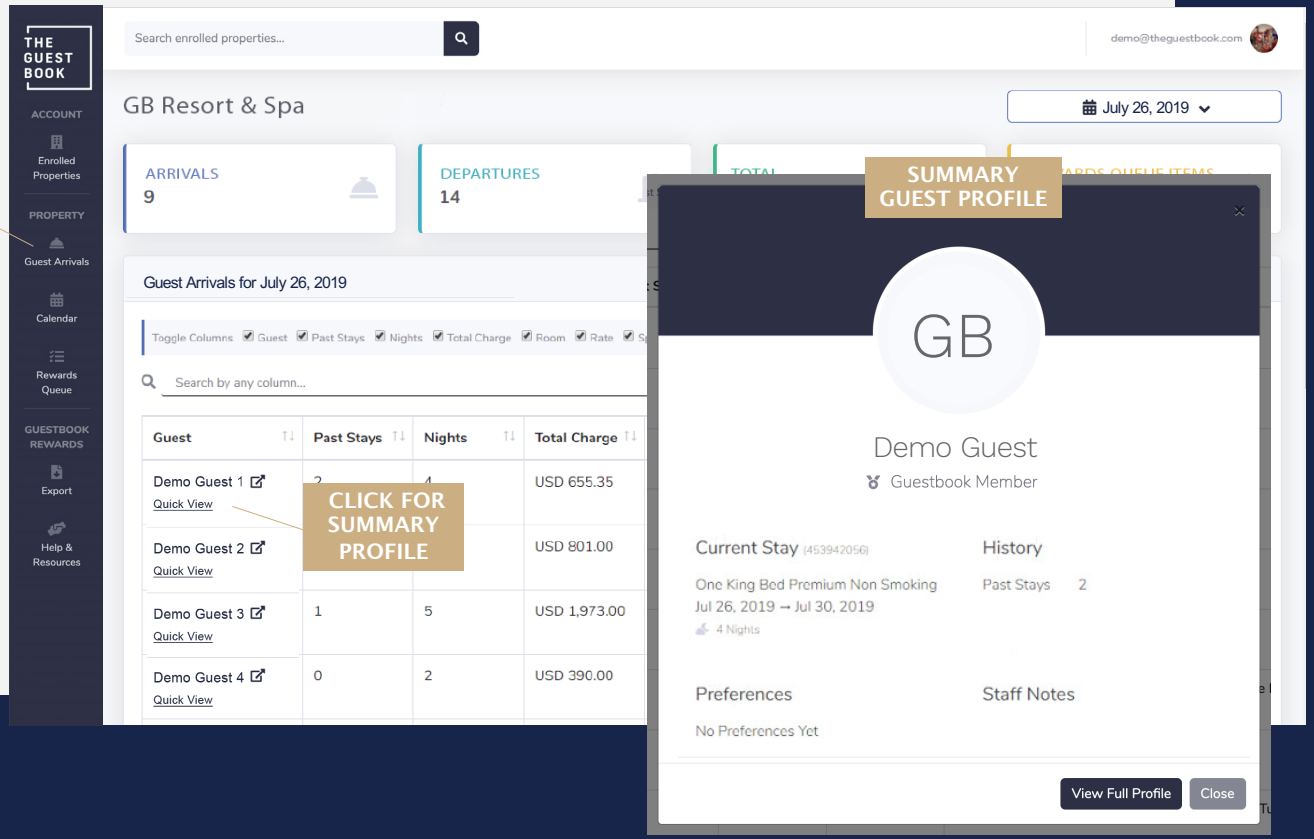
GUEST ARRIVALS DASHBOARD

Click the icon to the right of the guest name to access **Guest Profile** and **Stay History.**



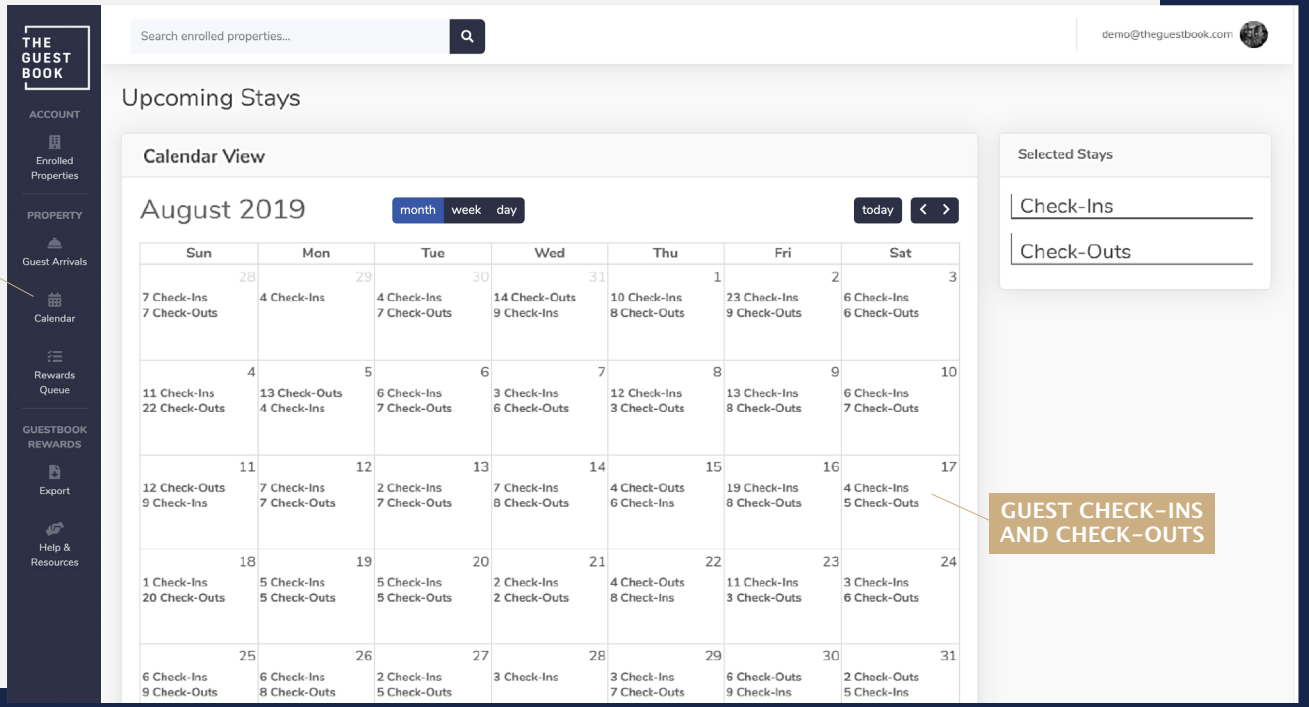
GUEST ARRIVALS DASHBOARD

Click **Quick View** under the guest name for the guest's summary Guestbook Profile.



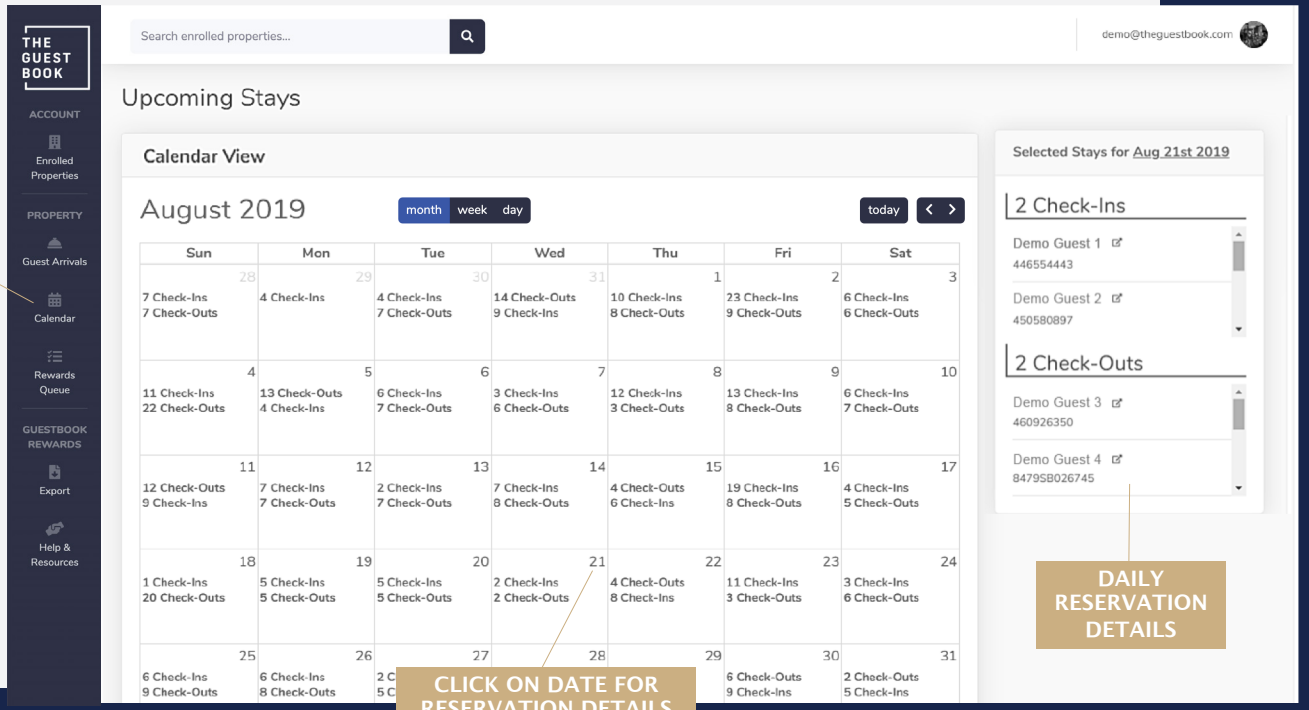
CALENDAR

The Calendar menu lists all Guestbook **arrivals** and **departures** for future and historical dates displayed across a monthly view.



CALENDAR

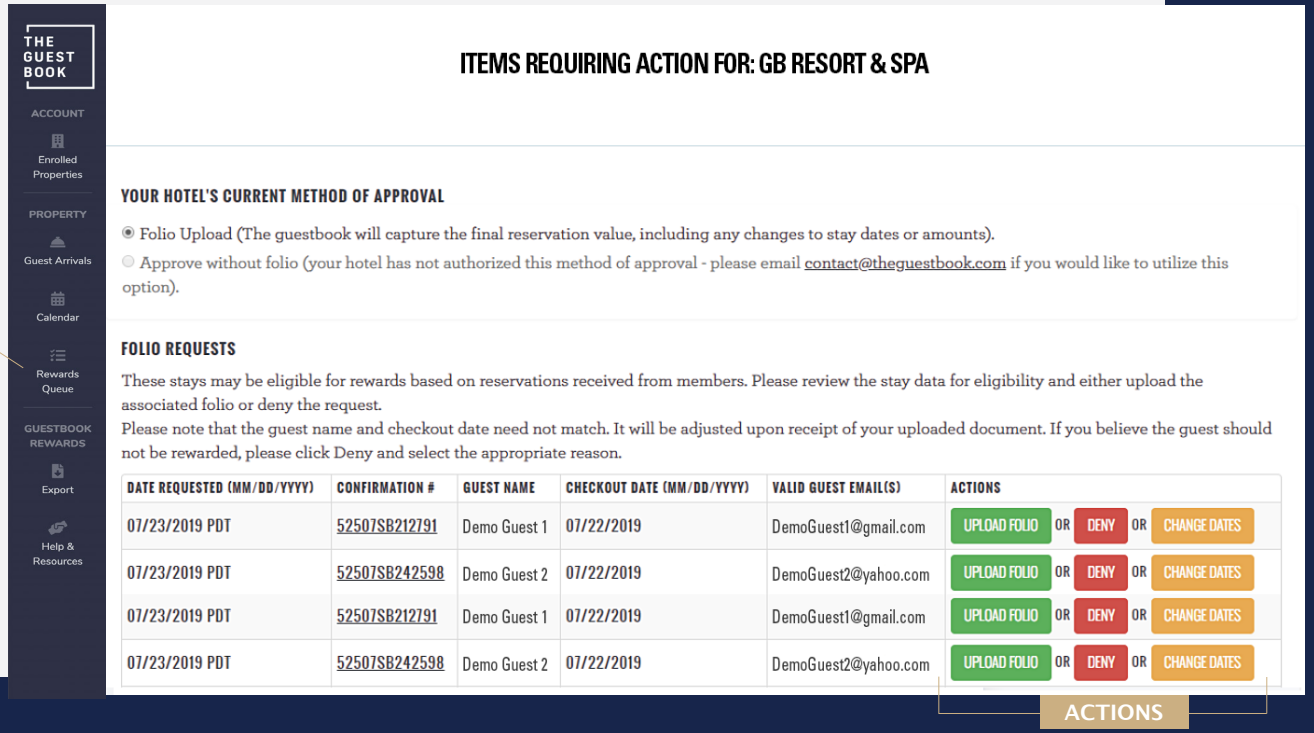
Click on any **individual date** and the associated **arrivals** and **departures** reservation details populate on the right pane.



REWARDS QUEUE

REWARDS QUEUE

Select **Rewards Queue** to access reservations that are pending approval or currently processing.

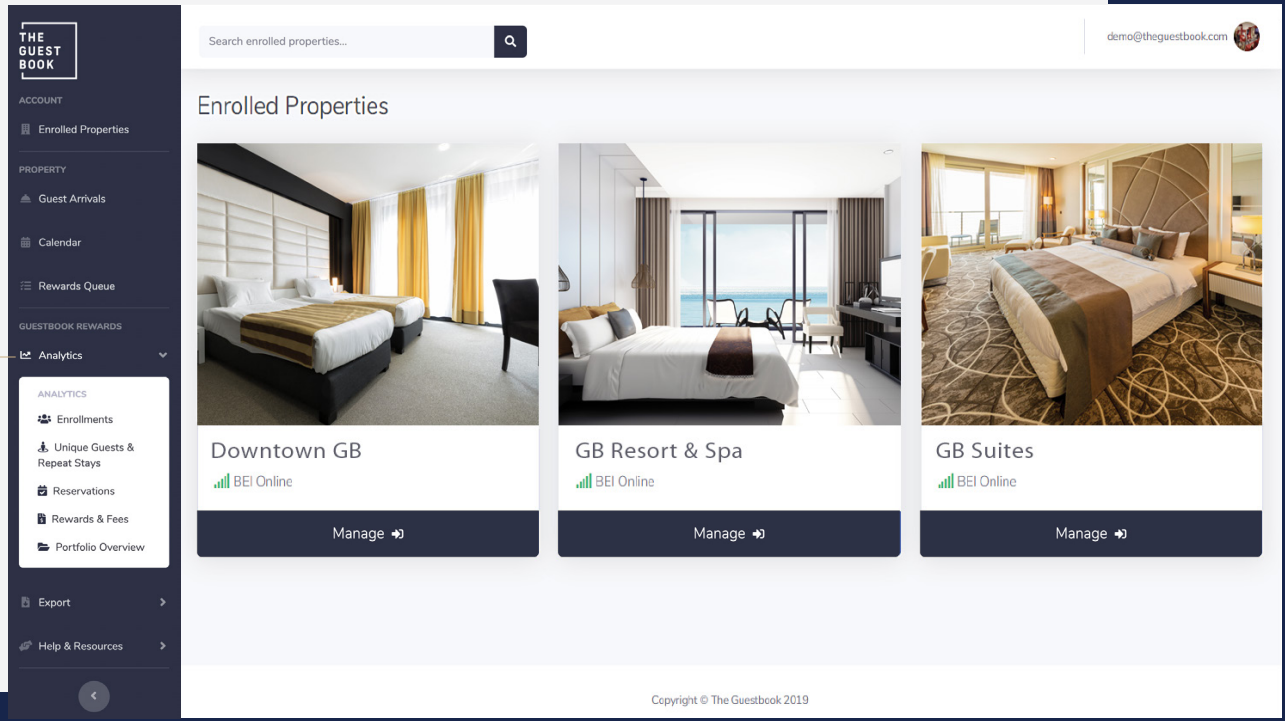


ANALYTICS MENU

Provides business intelligence from various perspectives: **Enrollments, Unique Guests & Repeat Stays, Reservations, Rewards & Fees**, and **Portfolio Overview.**

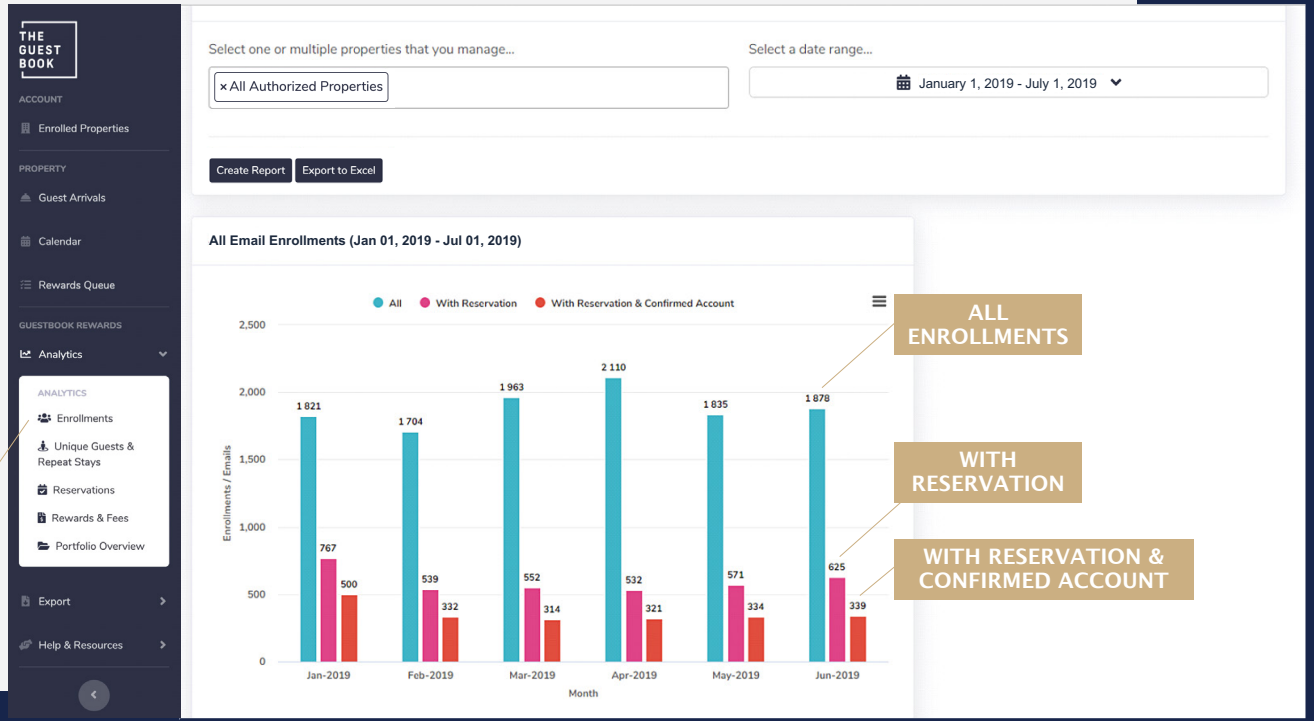
ANALYTICS

Can be reviewed at a **property, multi-property or portfolio level** with full flexibility for date selection – all data can be exported.



ENROLLMENT DASHBOARD

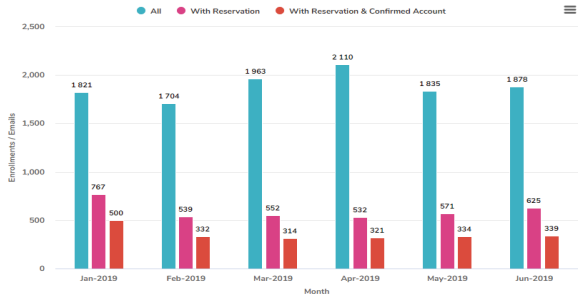
The **Enrollments Dashboard** shows all email enrollments captured through the enrollment process through all channels.



ENROLLMENT DASHBOARD

The **Enrollments Dashboard** shows email enrollments captured through **booking engine, slider** (if applicable), and **hotel landing page.**

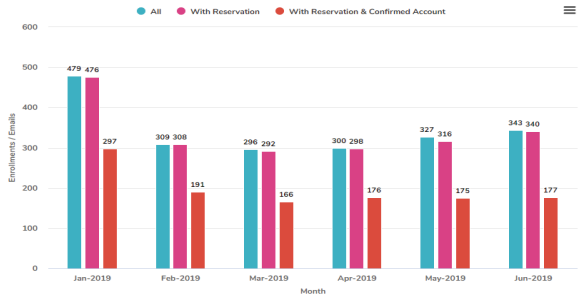
All Email Enrollments (Jan 01, 2019 - Jul 01, 2019)



ENROLLMENTS

Monthly totals for enrollments through your booking engine, the slider tool (if applicable), and the users visiting https://theguestbook.com/*, including loyalty page, home page, etc.

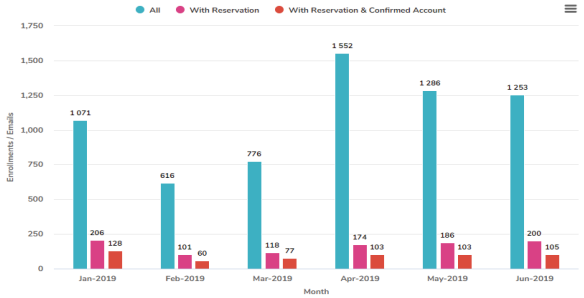
Booking Engine Enrollments (Jan 01, 2019 - Jul 01, 2019)



BOOKING ENGINE

Enrollments sourced from guests who enroll through your booking engine.

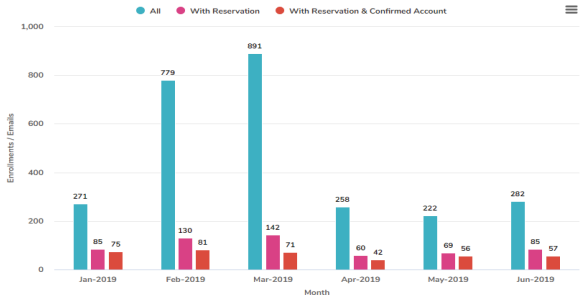
E-Generator Enrollments (Jan 01, 2019 - Jul 01, 2019)



SLIDER

Enrollments sourced from the slider widget displayed on [illegible] that displays the slider widget.

Guestbook Integrated Rewards Page Enrollments (Jan 01, 2019 - Jul 01, 2019)



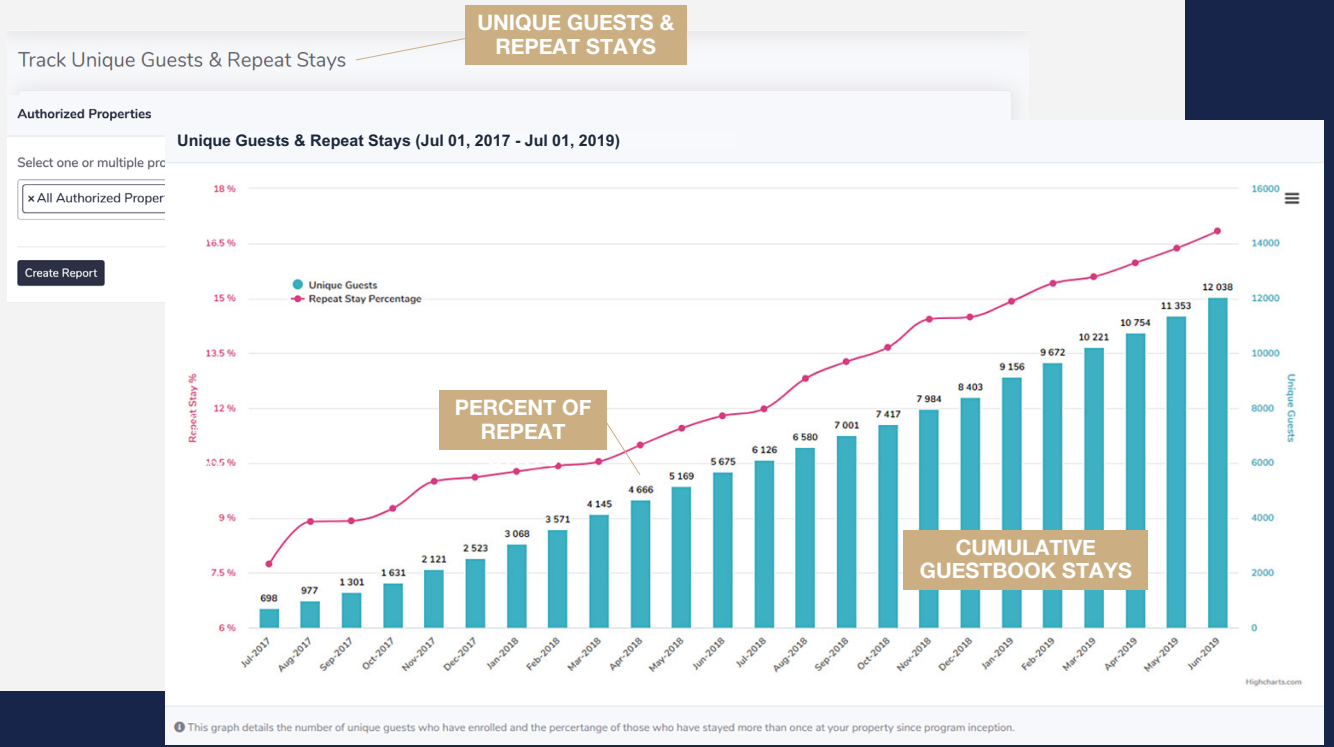
GUESTBOOK LANDING PAGE

Enrollments sourced from [illegible]

THE GUEST BOOK

UNIQUE GUESTS & REPEAT STAYS

Displays **cumulative unique guests** and **repeat stay percentage** since Guestbook launch.

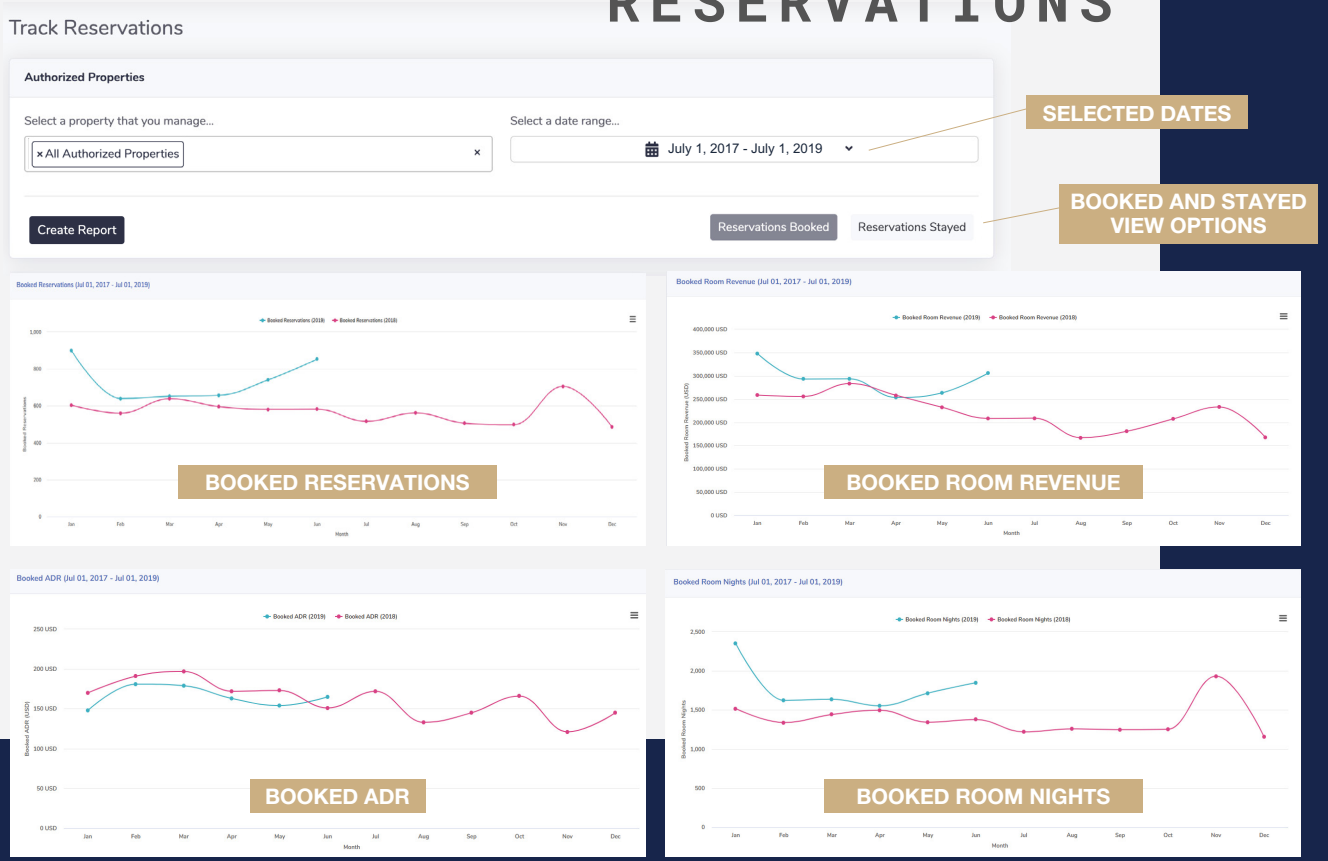


RESERVATIONS

Shows reservation data from all guests enrolled into The Guestbook.

Two view options: **Reservations Booked** displays all bookings made each month; **Reservations Stayed** reflects what actualized within each month.

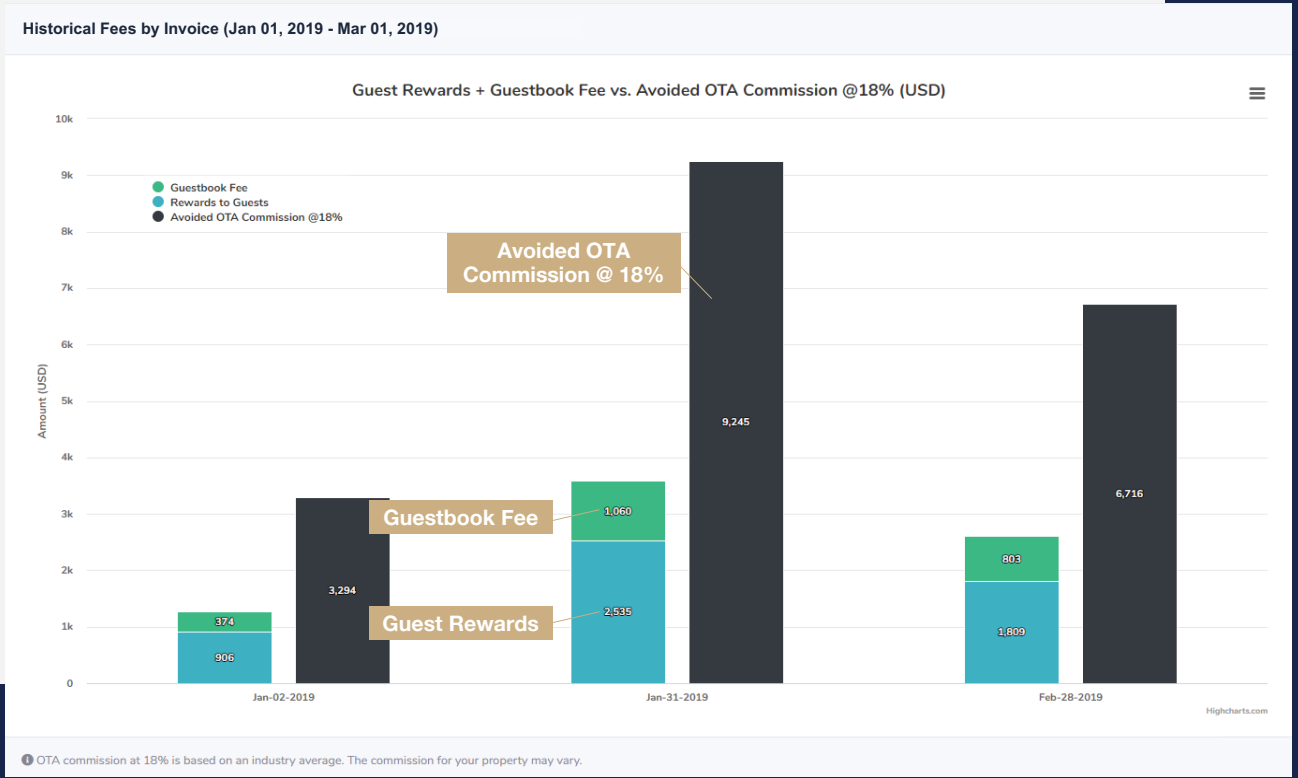
The Reservations dashboard displays **Room Revenue, Number of Reservations, Room Nights and ADR.**



THE GUEST BOOK

REWARDS & FEES DASHBOARD

Shows **Rewards** to the hotel guest facilitated by The Guestbook, **Fees** to The Guestbook for facilitating the program and the comparable OTA commissions at a **conservative 18%.**

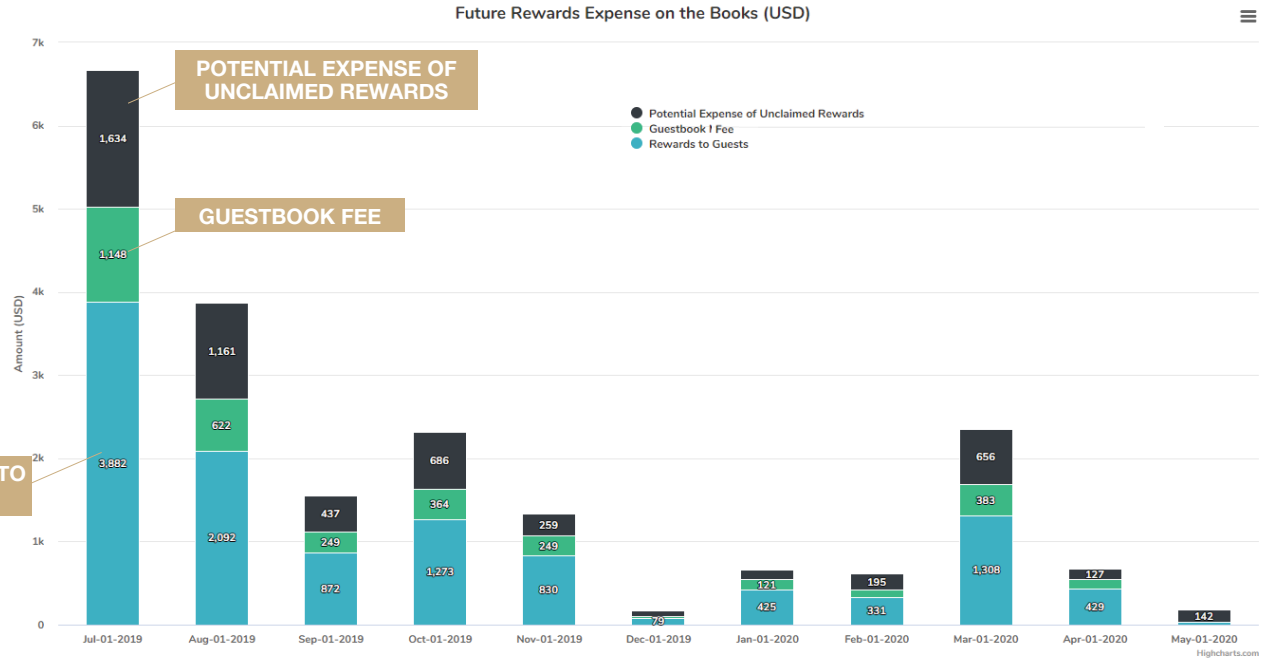


FUTURE REWARDS & FEES

Based on current booking and confirmation status.

The **Potential Expense of Unclaimed Rewards** are hotel guests that have not yet confirmed their account. If they don't confirm, they won't qualify for Rewards and The Guestbook will not charge a fee.

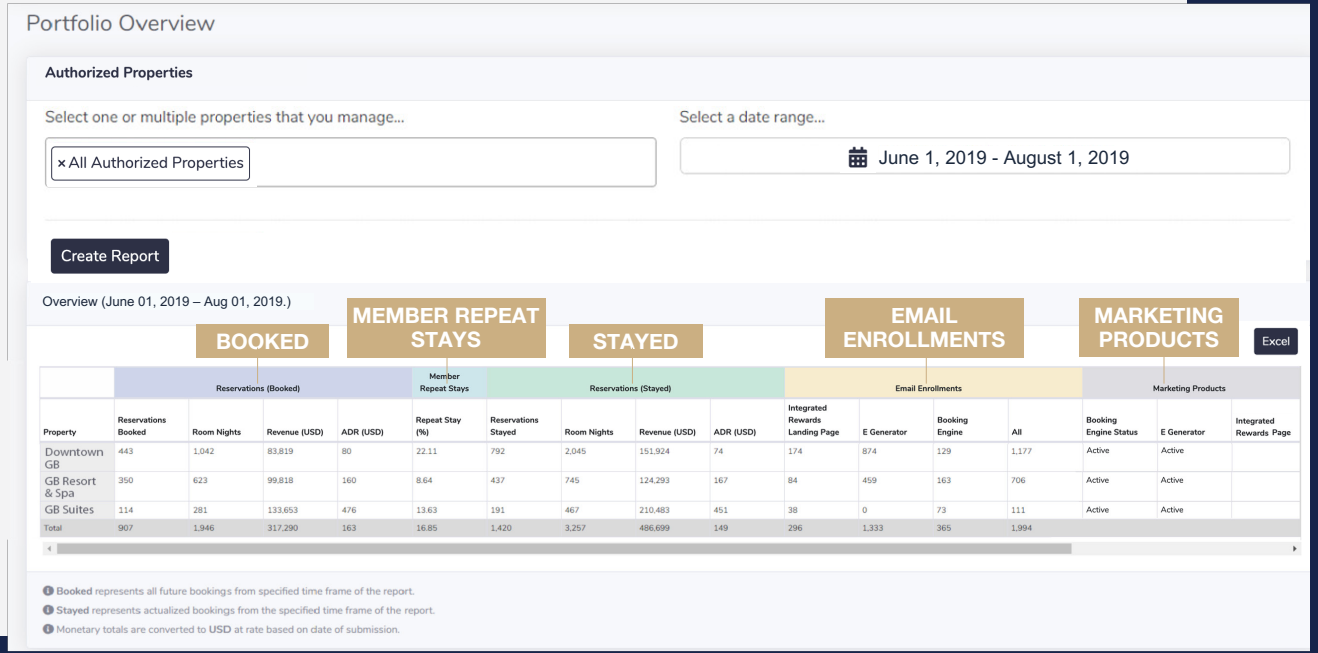
Future Rewards Expense on the Books



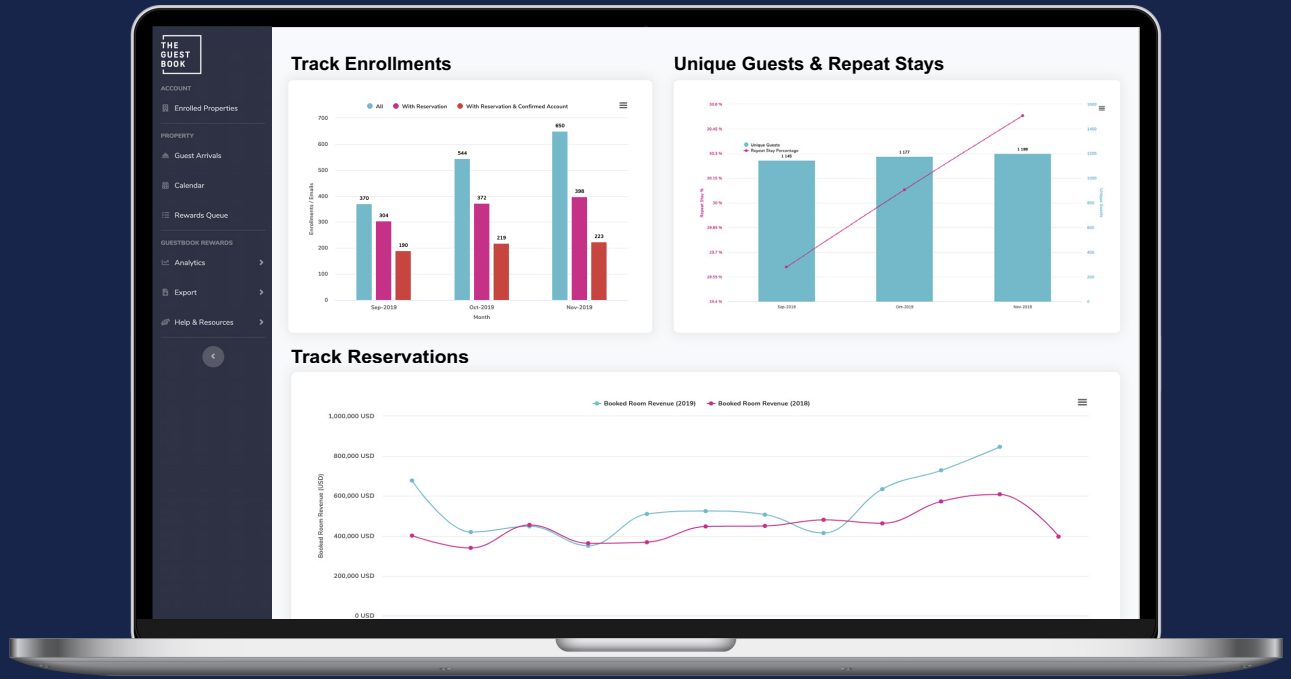
THE GUEST BOOK

PORTFOLIO OVERVIEW DASHBOARD

Provides a consolidated view of all properties in a portfolio with all data elements from the previous Analytics dashboards, including: **Reservations Booked and Stayed**, **Repeat Stay Percentage** and **Enrollments**.



Rewards management at your fingertips



THE GUEST BOOK