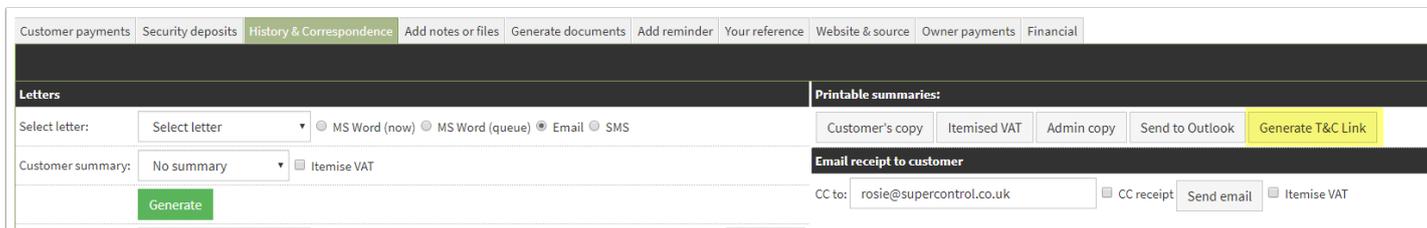


How do I allow guests to accept my terms and conditions for Admin bookings?

1. In your booking click on History & Correspondence and click "Generate T&C Link":



The screenshot shows a software interface with a top navigation bar containing tabs: Customer payments, Security deposits, History & Correspondence (selected), Add notes or files, Generate documents, Add reminder, Your reference, Website & source, Owner payments, and Financial. Below this is a 'Letters' section with a 'Select letter' dropdown and radio buttons for MS Word (now), MS Word (queue), Email, and SMS. To the right is a 'Printable summaries' section with buttons for Customer's copy, Itemised VAT, Admin copy, Send to Outlook, and Generate T&C Link (highlighted in yellow). Below the letters section is a 'Customer summary' area with a dropdown for 'No summary' and a checkbox for 'Itemise VAT', with a green 'Generate' button. To the right is an 'Email receipt to customer' section with a 'CC to:' field containing 'rosie@supercontrol.co.uk', checkboxes for 'CC receipt' and 'Itemise VAT', and a 'Send email' button.

2. Click the copy icon. You can then paste this link into an email to your guest:



The screenshot shows a text input field containing the URL 'k/consent/6a57aca5be16fade2109029ec972e18ab37cf717/'. A copy icon is circled in orange. Below the field is a 'Generate T&C Link' button.

3. This will open a page where the guest can complete their contact details, subscription options and agree to your terms and conditions. The guest cannot submit this form without accepting your terms and conditions. The guest will then click Confirm.

4. Within the History & Correspondence tab of your booking, you can click the link "Terms and conditions were accepted" to view the results:

Customer payments Security deposits **History & Correspondence** Add notes or files Generate documents Add reminder Your refe

Letters

Select letter: MS Word (now) MS Word (queue) Email SMS

Customer summary: Itemise VAT

Auto form letters:

Date	Type	Description
Filter history: <input type="text" value="By type"/> <input type="text" value="By user"/> <input type="button" value="Filter"/>		
<input checked="" type="checkbox"/> 19/09/2012 12:46:42	Action	Booking placed
<input checked="" type="checkbox"/> 19/09/2012 12:46:45	Action	First opened
<input checked="" type="checkbox"/> 15/10/2018 09:25:54	Action	Terms and conditions were accepted

Consent Request

Consent Requested: 15/10/2018 09:25:18

Consent Completed / Terms and Conditions Accepted: 15/10/2018 09:25:54

New data supplied

Name: Miss Callum Summers

Email Address: rosie.georgeson@supercontrol.co.uk

Telephone Number: 07789998640

 Please note, the contact details will not overwrite the details already placed in the booking. If you wish to update the email address you will need to copy and paste the email address from the link and save it within the booking.