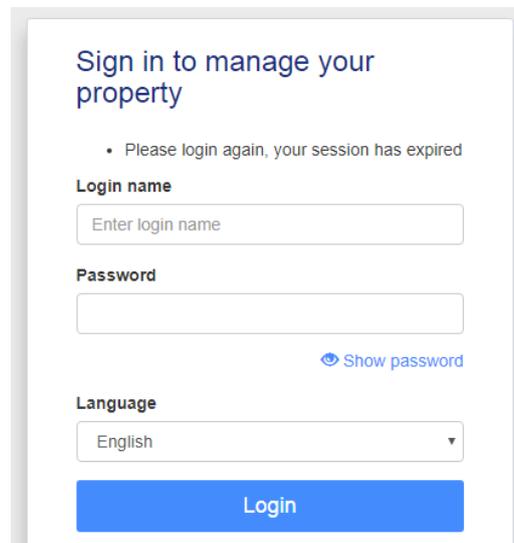


BookingSuite: Login

In this job aid, you will learn how to access the SABAGuest Request solution via the BookingSuite AppStore.

Access the Booking.com extranet via your usual login credentials from Booking.com:

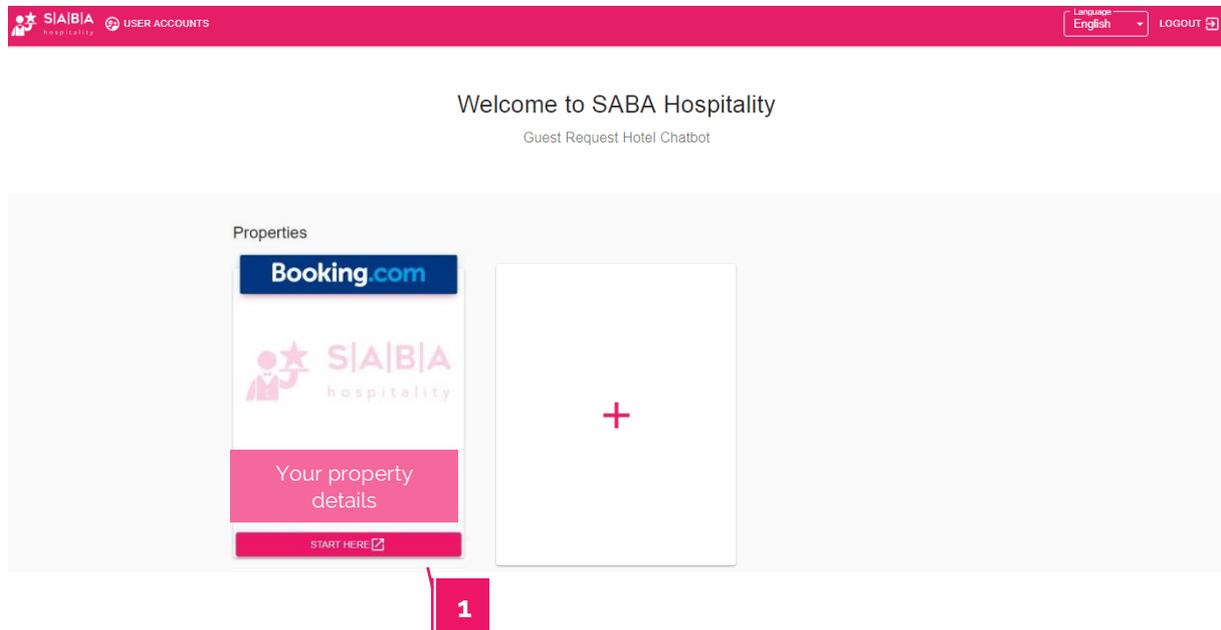
A screenshot of the Booking.com Extranet login page. The page has a white background with a blue header. The main heading is "Sign in to manage your property". Below it, a message says "Please login again, your session has expired". There are three input fields: "Login name" with a placeholder "Enter login name", "Password", and "Language" with a dropdown menu showing "English". A blue "Login" button is at the bottom. A "Show password" link is next to the password field.

After successful login to the booking.com Extranet, you will be seeing your regular interface. Part of the options is the "AppStore":



When you search for SABAGuest Request in the AppStore, you will be able to find the solution. You follow the steps to sign up for the 30-day free trial or click on the solution in your previously added apps should you have added the solution to your property.

You will be redirected to the following screen and can go to the dashboard or make changes to the setup of your property. In case you are managing more than one property, you will be able to go to the corresponding dashboards and setup wizards separately.



1. **START HERE:** The shortcut to go to the dashboard of the SABAGuest Request solution. Please read the corresponding job aid documents to learn more about the dashboard navigation. You will also manage all marketing and Food & Beverage information for your property using the dashboard.

Make changes to your property setup in the SABAGuest Request solution. We refer to this process as completing the "Onboarding Wizard" as it is literally a step-by-step guide to manage the information in the database for the chatbot solution. You will, for example, be able to update your property's address, restaurant opening hours, the facilities and amenities, and many more characteristics of your property.

After the initial access of the solution and you joining the free trial, you should receive two automatic emails:

The first email will contain the links and details of the dashboard, how to contact our support, and how to schedule a call with the SABAGuest Request onboarding team.

The second email contains the login information (username and password) for the property administrator, as well as the link for the guest facing solution. This link is auto-generated and follows your property name. Don't worry, we can make changes to it if you prefer.