

Adding reservation data to GuestView Guide

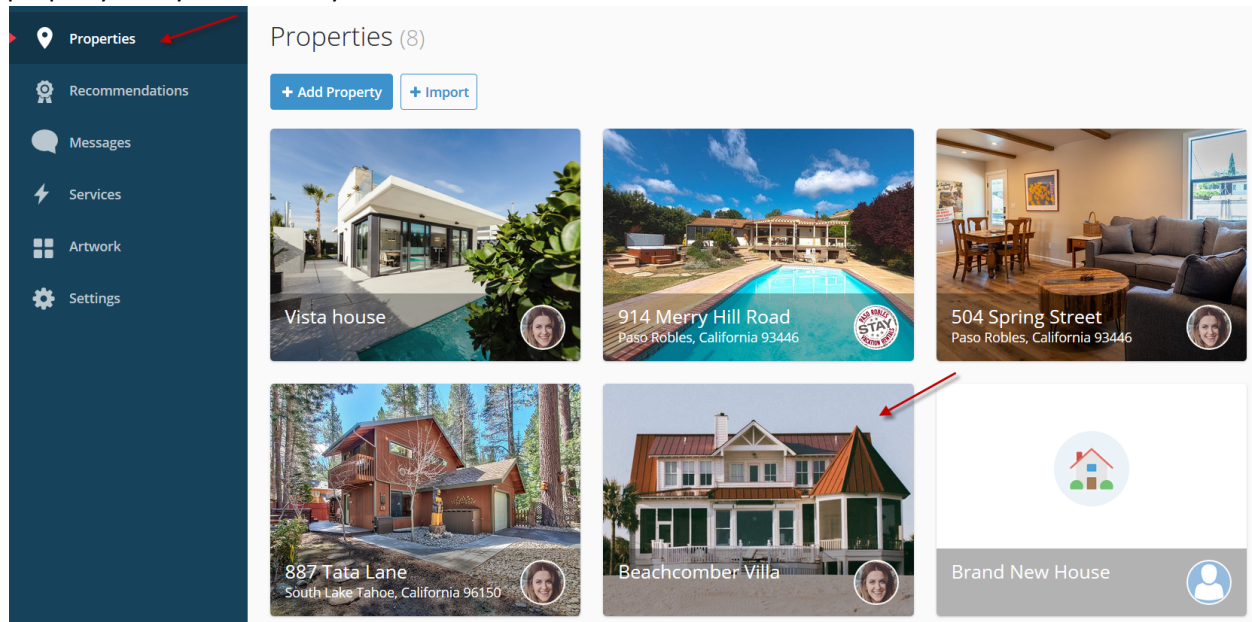
Some of the features of GuestView Guide rely on knowing when a guest is staying at your property. You can either manually add reservations to GuestView Guide or you can use a Calendar link (iCal) from your OTA or PMS to automatically sync your reservations.

Reservation sync is not required for your guests to use the GuestView Guide, but many functions such as check-in and check-out rely on knowing the dates of stay for your guests.

Syncing your reservations through iCal

Most OTAs and PMS companies provide access to a Calendar link (iCal) that will automatically sync your reservations for each of your properties. Your OTA or PMS will have instructions on how to access this iCal link in their help section or through their customer service center. If your OTA or PMS gives you options on the format of your iCal link, please select the Airbnb format.

Once you have obtained the iCal link for your property, click on the >Properties tab and then click on the property that you wish to sync.



Click on the >Reservations tab then click on the “Sync From” button and select the iCal option and follow the prompts to enter the iCal link into the system.

NEC Properties

← Back To Properties

Beachcomber Villa

601 South College Street , Charlotte, North Carolina 28202
Property ID: C65649 [Device View](#)

General Info Property Info Recommendations **Reservations** Services Checkout Administrators

+ Add a Reservation Sync from... ▼

GUEST NAME	ARRIVAL DATE	DEPARTURE DATE
Andrea	11-11-2019	11-12-2019

If your iCal link is working properly, you will see the guest names and the reservation dates.

General Info Property Info Recommendations **Reservations** Services Checkout Adm

Remove Sync

GUEST NAME	ARRIVAL DATE	DEPARTURE DATE
Eric	11-18-2019	12-03-2019
Suneel	12-20-2019	01-05-2020
Dhana	11-22-2020	11-30-2020

Note:

Some systems use different formatting for iCal Links. If your link is not working properly please contact us at guestview@necdisplay.com and include a description of your problem as well as the link that is not working.

LiveRez users:

LiveRez does not provide guest names with their iCal links. GuestView Guide will display a “Welcome” message instead of the guest name.

Escapia users:

Escapia does not provide access to iCal links. Please follow the instructions here [<link to the Escapia instructions>](#) to sync reservation data with Escapia.

If you use multiple OTAs:

If you use multiple OTAs (e.g. VRBO and AirBnB) then please use the iCal link from the system of record (The system that merges both of your OTAs together).

Manually Syncing your reservations

In the > Properties tab click on the property that you want to add a reservation for.

Properties (8)

+ Add Property + Import

Vista house

914 Merry Hill Road
Paso Robles, California 93446

504 Spring Street
Paso Robles, California 93446

887 Tata Lane
South Lake Tahoe, California 96150

Beachcomber Villa

Brand New House

Click on the > Reservations menu and then click on “Add a Reservation” button and follow the prompts to add a reservation manually.

GuestView Guide™

NEC Properties

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