

[MHub Support](#) > [Showroom](#) > [Bookings](#)



Articles in this section



How do I make a booking (part 1)?

3 years ago · Updated

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Part 1: Securing the unit with basic info

Using MHub Showroom, teams are now able to create, submit and update the booking status of any single unit at real-time. No more messy texts, disorganised excel sheets, uncoordinated data, unaligned communication and insecure data storage.

First, you will need to decide if you would like the default status for EACH NEW BOOKING to be RESERVED or BOOKED. View the meaning of the booking statuses at [What is booking status?](#)

- Adjust this setting at Projects > Project Name > Overview > Edit > Setup. Instructions can be viewed at [Step 1: Create a project \(part 1\)](#), scroll down to the New Reservation/Booking Form section
- The reserved status will be bypassed if you select Booked (at the Default Reservation/Booking Form Status dropdown)

There are 2 ways to make a booking

- Using **Unit List** view
- Using interactive **Sales Chart** view

Make a booking via Unit List

[Help](#)

Projects > (Project Name) > Units

1. Click **Projects** at the Showroom homepage
2. Click on the specific project you would like to make a booking for
3. Click **Units** at the top menu bar next to Overview
4. Click on the Available box category to view the unit listings that are available
5. Click on the unit number to book
6. View the unit information and click **Reserve/Book** at the top right-hand side
(Refer to the above to change this setting)
7. Enter purchaser details in the form (Primary purchaser. Add secondary purchaser later at [How do I edit bookings I have already submitted?](#))
8. Click **Reserve/Book** at the bottom of the form

Make a booking via Sales Chart

To use this method, you will first need to enable the Sales Chart function at the Sales Chart section at Projects > Project Name > Overview > Edit > Setup. Instructions can be viewed at [Step 1: Create a project \(part 1\)](#). If you have selected "Disabled" you will not be able to view the sales chart.

Projects > (Project Name) > Sales Chart

1. Click **Projects** at the Showroom homepage
2. Click on the specific project you would like to make a booking for
3. Click **Sales Chart** at the top menu bar next to Units
4. Click on the unit number to book
5. View the unit information and click **Reserve/Book** at the top right-hand side
(Refer to the above to change this setting)
6. Enter purchaser details in the form (Primary purchaser. Add secondary purchaser later at [How do I edit bookings I have already submitted?](#))
7. Click **Reserve/Book** at the bottom of the form

Not sure what to enter in the fields? Confused about the descriptions? Refer to the description of fields as below.

- **Purchaser**

Select Identity Type: Compulsory field to enter purchasers official identification details

Title: Compulsory

Full Name: Compulsory

Preferred Name: Compulsory field, preferred name must less than 15 characters

Email: Optional

Mobile Prefix: Compulsory field to enter country code of purchasers mobile number

Mobile: Compulsory field to enter purchasers mobile number

House/Office Phone prefix: Optional

House/Office Phone: Optional

Address 1: Compulsory

Address 2: Optional

Postcode: Compulsory

City: Compulsory

State: Compulsory

Country: Compulsory

- **Booking Details**

SPA Value: Selling price of unit

Pricing: This dropdown shows Tier Pricing options you have set up. Use this function if you have different prices for different units. View [How do I create multiple pricing for units \(Tier Pricing\)?](#)

Source of Finance: Purchasers payment method

*More information you would like to enter? Don't worry, you are able to add more fields to collect more data from your purchasers. View [How do I add more fields or information when making a booking \(Booking Custom Fields\)?](#)

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[How do I make a booking \(part 3\)?](#)

[Step 1: Create a project \(part 1\)](#)

[Approving/Declining Bookings from Showroom for Buyer \(SRB\)](#)

