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How do I make a booking (part 3)?

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Part 3: Complete the Details

After completing the steps at [How do I make a booking \(part 2\)?](#), follow the steps below for the booking application to be more complete. We do recommend you do enter more details about the purchaser to help with your reporting to improve your sales and marketing.

Bookings > (Unit #) > Booking Overview

1. Complete purchaser details

1. At the booking section (first section), click **Edit** at the top right-hand side
2. Fill up the rest of the form (Custom Booking Fields will appear if you have added them at Projects > (Project Name) > Edit > Booking Custom Fields)
View how at [How do I add more fields or information when making a booking \(Booking Custom Fields\)?](#)
3. Click **Update**
4. At the purchaser section (scroll down), click **Edit** at the top right-hand side
5. Fill up the rest of the form (Ask purchaser for the information)
6. Click **Update**

2. Upload IC

1. Click **Upload** next to IC on the left side

2. Click **Upload File** and attach or take a photos of the purchaser's IC (front and back)
3. Click **Update**
4. Click on **Edit** next to IC to view the preview or **Print** to go to the print page
 - The watermark that is visible on the image can be edited by adjusting Custom Watermark at the Booking Printing section at Projects > Overview > Edit > Setup
 - The text entered in the field will appear here at purchaser's IC image at the time of upload

1. E-Sign

1. Ask purchaser to sign their signature using the E-Signature function, click "here"

2. Add Multiple Purchasers (if applicable)

1. Click **Add Purchaser** to add new purchaser to the booking at the bottom of the Purchaser section

3. Booking Payment

1. To be entered when purchasers make new payments. View [How do I add payment information to the booking \(booking fee\)?](#) and follow steps

Activity Log

This area displays all the booking activity for this specific booking. Track the changes made by each user with access and be kept in the loop.

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[How to upload Purchaser IC and get purchaser e-signature?](#)

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