

# User Guide

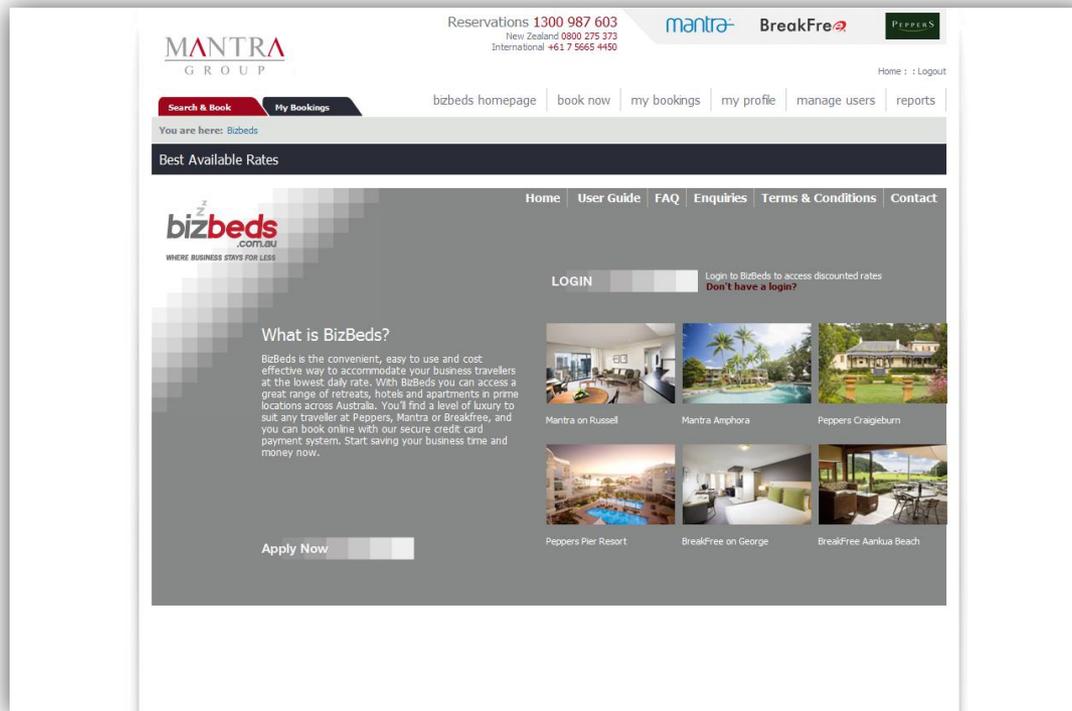
# Checking availability and booking process

When you receive your username and password you are now ready to start booking your BizBeds rates.

1. To check availability and make a reservation on BizBeds, follow the link below to be directed to the BizBeds home page.

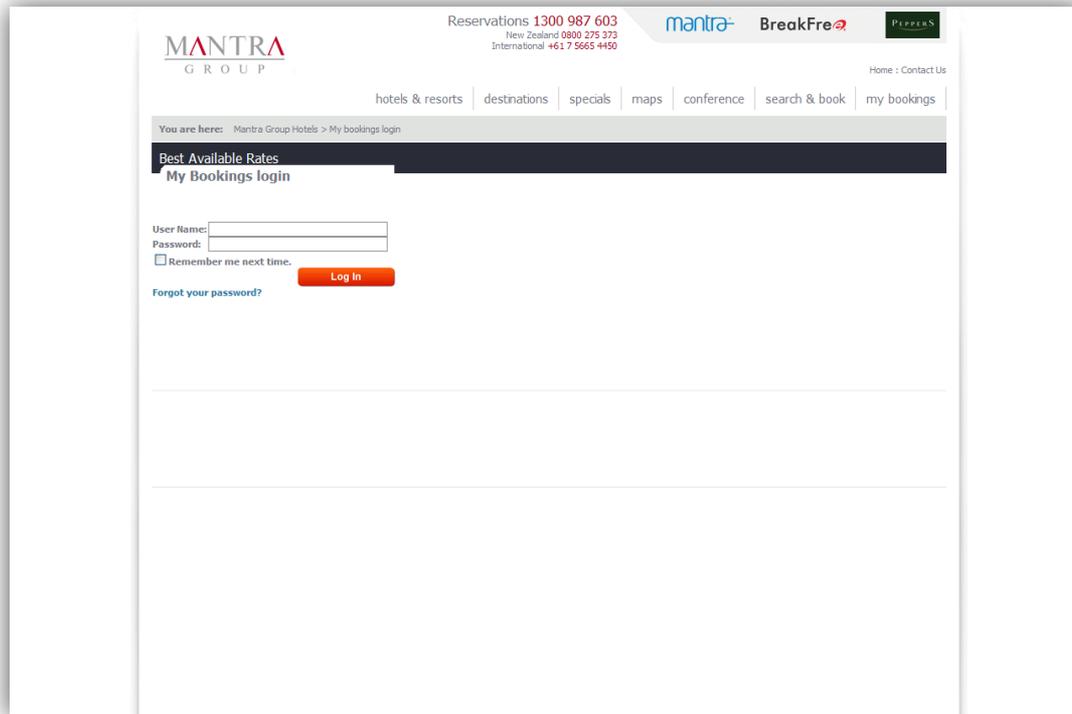
[www.bizbeds.com.au](http://www.bizbeds.com.au)

2. Once you are re-directed to the BizBeds home page, select the "Login" button.



The screenshot shows the BizBeds website home page. At the top, there is a navigation bar with the Mantra Group logo, contact information (Reservations 1300 987 603), and logos for Mantra, BreakFree, and Peppers. Below the navigation bar, there are tabs for "Search & Book" and "My Bookings". The main content area features a "Best Available Rates" section with the BizBeds logo and tagline "WHERE BUSINESS STAYS FOR LESS". A "LOGIN" button is prominently displayed, with a link to "Login to BizBeds to access discounted rates" and a "Don't have a login?" link. Below the login section, there is a "What is BizBeds?" section with a brief description of the service and an "Apply Now" button. The bottom of the page features a grid of six images representing different properties: Mantra on Russell, Mantra Amphora, Peppers Craigieburn, Peppers Pier Resort, BreakFree on George, and BreakFree Aankua Beach.

3. You will be re-directed to the login page, login by using the username and password provided to you. If you are experiencing difficulties with your login contact [bizbeds@mantragroup.com.au](mailto:bizbeds@mantragroup.com.au)



4. Once logged in, search by destination or property by using the drop down selection box and enter the dates of travel. Select "Search" button.

The screenshot shows the Mantra Group website's search interface. At the top, there is a header with contact information: "Reservations 1300 987 603", "New Zealand 0800 275 373", and "International +61 7 5665 4450". The Mantra Group logo is on the left, and logos for "mantra", "BreakFree", and "PEPPERS" are on the right. A navigation menu includes "bizbeds homepage", "book now", "my bookings", "my profile", "manage users", and "reports". The "Search" section features two dropdown menus: "Search by Destination" (with "Select a destination" selected) and "Or Select A Resort" (with "Select a hotel (optional)" selected). To the right of these are fields for "Arriving" (27/06/2010) and "Departing" (30/06/2010), and a table for "Adults Children Infants" with values 1, 0, and 0 respectively. A red "SEARCH" button is to the right of the table. Below the search fields, a message states "You are logged in as flexitest (FlexiStar Test)" with a "Logout" button.

5. Search by destination to view a list of properties available or search by property direct. Select the "Next" button for the desired property.

The screenshot shows the Mantra Group website search interface. At the top, there are contact numbers for Reservations (1300 987 603) and international numbers. The Mantra Group logo is on the left, and navigation links like 'bizbeds homepage', 'book now', 'my bookings', 'my profile', 'manage users', and 'reports' are in the center. A search bar is prominently displayed with the following details:

- Search by Destination:** Brisbane
- Or Select A Resort:** Select a hotel (optional)
- Arriving:** 27/06/2010
- Departing:** 30/06/2010
- Adults:** 1
- Children:** 0
- Infants:** 0

Buttons for 'SEARCH' and 'Logout' are visible. Below the search bar, the results are sorted by Building, Price, and Location. Two properties are listed:

	Sun 27 Jun	Mon 28 Jun	Tue 29 Jun	Wed 30 Jun	Thu 1 Jul	Fri 2 Jul	Sat 3 Jul	Sun 4 Jul	Mon 5 Jul	Tue 6 Jul	Wed 7 Jul	Thu 8 Jul	Next 7 Days
<b>Mantra on Queen</b> Brisbane   Room Types, Images	\$186 <input checked="" type="checkbox"/>	\$167 <input checked="" type="checkbox"/>	\$167 <input checked="" type="checkbox"/>	<input type="checkbox"/>	\$521 AUD inc GST <b>NEXT</b>								
<b>Mantra South Bank Brisbane</b> South Bank   Room Types, Images	\$170 <input checked="" type="checkbox"/>	\$190 <input checked="" type="checkbox"/>	\$211 <input checked="" type="checkbox"/>	SOLD	<input type="checkbox"/>	\$571 AUD inc GST <b>NEXT</b>							

6. View your BizBeds rates, confirm your dates of travel and select the “Book” button to continue the booking process.

**Search & Book**

South Bank (Brisbane)  
Mantra South Bank Brisbane

Arriving: 27/06/2018  
Departing: 30/06/2018

Adults: 1  
Children: 0  
Infants: 0

**SEARCH**

**Mantra South Bank Brisbane**

You are logged in as flextest (Mantra Test) **Logout**

« Previous 7 Days | Sun 27 Jun | Mon 28 Jun | Tue 29 Jun | Wed 30 Jun | Thu 1 Jul | Fri 2 Jul | Sat 3 Jul | Sun 4 Jul | Mon 5 Jul | Tue 6 Jul | Wed 7 Jul | Thu 8 Jul | Next 7 Days »

**Studio**

Bizbed	\$170	\$190	\$211	SOLD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$571 AUD inc GST	<b>BOOK</b>
Mantra Daily Rate	\$189	\$211	\$234	SOLD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$634 AUD inc GST	

**Studio City View**

Bizbed	\$197	\$217	\$238	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$652 AUD inc GST	<b>BOOK</b>
Mantra Daily Rate	\$219	\$241	\$264	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$724 AUD inc GST	

**1 Bedroom**

Bizbed	\$211	\$230	\$251	SOLD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$692 AUD inc GST	<b>BOOK</b>
Mantra Daily Rate	\$234	\$256	\$279	SOLD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$769 AUD inc GST	

**1 Bedroom City View**

7. Once you have confirmed your dates of travel, continue by completing guest and payment details. Confirm your reservation by ticking the terms & conditions box and select the "Make Booking" button.

You are here: Mantra Group Hotels > Bizbeds > Make a reservation > Booking

**Best Available Rates** You are logged in as flexitest (FlexBar Test) [Logout](#)

Make a booking

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**Guest Details**

First Name\*

Last Name\*

Street Address\*

Suburb/City\*

Country\*

Postal Code\*

Email\*

Please populate at least the Phone Number Field

Phone\*

Mobile

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**Extra Information**

Approx Check in time:

Special Requests  
(eg. Bedding configurations, child requirements - not guaranteed)

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**Credit Card Details**

Full payment is required to secure your booking

Booking Amount(\$)\*

No Credit Card Surcharge(\$)\*

Payment Amount(\$)\*

Credit Card Type\*

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**Resort:** **Mantra South Bank Brisbane**

**Package:** **Mantra Daily Rate**  
Room only.

Accommodation Cost: \$634.00  
Discount Applied: 10%

**Total:** **\$570.60**

Amount Outstanding: \$570.60  
Amount Due Now: \$570.60

\* Rates are shown in hotel's local currency

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**Check in:** **June 27, 2010**

**Departing:** **June 30, 2010 (3 nights)**

Adults 1 Children 0 Infants 0

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**Studio**

King/Twin bed, Accommodating 1-2 persons Average room size 36m2, Gallery Style Kitchen featuring granite bench tops, Microwave & bar fridge including mini bar.

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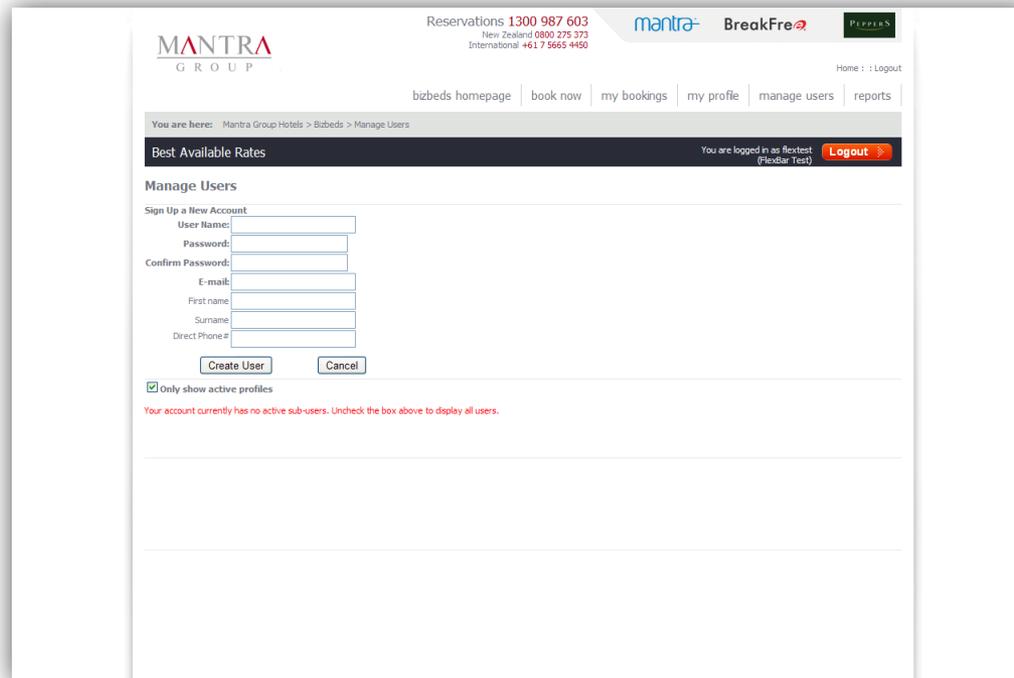
**Address:**  
161 Grey Street, South Bank QLD

# Creating additional company logins

As the company administrator you can create additional logins for your company travellers

To create additional users select the "Manage Users" tab. Select the "Add User" link to create additional user logins. Complete the required fields with the new user details and confirm by selecting the "Create User" button.

Note: Usernames must be in the format of first.lastname of the user. Create a generic password (minimum of 7 characters). On new users first login to BizBeds we recommend updating the generic password to a preferred password by selecting the "My Profile" tab



The screenshot displays the 'Manage Users' section of the Mantra Group website. At the top, there is a navigation bar with the Mantra Group logo, contact information (Reservations 1300 987 603), and logos for Mantra, BreakFree, and Peppers. Below the navigation bar, there are links for 'bizbeds homepage', 'book now', 'my bookings', 'my profile', 'manage users', and 'reports'. A breadcrumb trail indicates the current location: 'You are here: Mantra Group Hotels > Bizbeds > Manage Users'. A dark banner shows 'Best Available Rates' and a login status: 'You are logged in as flexitest (FlexBar Test)' with a 'Logout' button. The main content area is titled 'Manage Users' and contains a 'Sign Up a New Account' form with fields for 'User Name:', 'Password:', 'Confirm Password:', 'E-mail:', 'First name', 'Surname', and 'Direct Phone#'. There are 'Create User' and 'Cancel' buttons below the form. A checkbox labeled 'Only show active profiles' is checked, and a red message states: 'Your account currently has no active sub-users. Uncheck the box above to display all users.'

# Viewing Booking Summary Data

As the company administrator you have access to run a report to view how many bookings your company has made during a particular period of time. Select the "Reports" tab and follow the steps below.

1. To run a report, enter a start and end date of the desired date range.
2. Choose from one or all of the properties by using the drop down box for the selected property

The screenshot displays the 'Bizbeds Reservations' report page. At the top, the Mantra Group logo is on the left, and contact information (Reservations 1300 987 603, New Zealand 0800 275 373, International +61 7 5665 4450) is in the center. Logos for Mantra, BreakFree, and Peppers are on the right. A navigation menu includes 'bizbeds homepage', 'book now', 'my bookings', 'my profile', 'manage users', and 'reports'. A breadcrumb trail shows 'You are here: Mantra Group Hotels > Bizbeds > Reports'. The main heading is 'Bizbeds Reservations' with a 'Logout' button. Below this, there are search filters: 'Date Range' with radio buttons for 'Arrival', 'Departure', 'Creation', and 'Stay Range'; 'Start Date' and 'End Date' input fields; 'Reservation ID' input field; 'Reservation Status' dropdown (set to 'All'); 'Building' dropdown (set to 'All Buildings'); and 'Users' dropdown. A 'Search' button is at the bottom of the filter section.

3. Search from the following criteria, Booking Date, Arrival Date or Booking Confirmation Number
4. Choose from one or all of the corporate users from the list by using the drop down box and choosing the desired corporate user
5. Select the "Search" button to view the report of bookings made based on your search criteria

To export the report on an Excel document select the "Download" button

# Viewing Bookings

As a BizBeds user you are able to view and manage all bookings made under your BizBeds account. This is available by selecting the "My Bookings" tab.

Reservations 1300 987 603  
New Zealand 0800 275 373  
International +61 7 5665 4450

MANTRA GROUP

mantra BreakFree PEPPERS

Home : Logout

bizbeds homepage | book now | my bookings | my profile | manage users | reports

You are here: Mantra Group Hotels > Bizbeds > Booking summary

Best Available Rates You are logged in as flextest (FlexBar Test) Logout

### My Bookings

#### My Website Bookings

Booking No.	Name	Resort	Check-In	Check-Out	Status	
10160776974	TEST TEST	Mantra Bel Air	3/09/2009	6/09/2009	Cancelled	<a href="#">View / Modify</a>
18459354894	CAMERON MOORE	BreakFree Bankstown International	31/07/2010	3/08/2010	Guaranteed	<a href="#">View / Modify</a>
18459059982	NIMBIZBED PATEL	BreakFree on George	1/08/2010	6/08/2010	Guaranteed	<a href="#">View / Modify</a>
18459322126	CAMERON MOORE	Mantra Bel Air	18/08/2010	21/08/2010	Guaranteed	<a href="#">View / Modify</a>
18459305742	CAMERON MOORE	BreakFree Beachcomber	20/08/2010	23/08/2010	Guaranteed	<a href="#">View / Modify</a>

#### Search for Other Bookings

Bookings made through other means than the web (for example, through an agent) might not appear here by default. Please complete all of the details below and a search will be conducted against your name.

Booking number\*

Arrival date\*

Resort\*

[Search](#)

# Frequently Asked Questions

## Question

## Answers

Do I qualify for BizBeds?

Yes, if you

Are a business with an ABN number

Do not currently have a corporate accommodation rate with Mantra Group

Do not have an affiliation with a travel agency

How do I know I am getting the best rate?

When you book with BizBeds, it shows you the saving you'll make on the Best Available Daily Rate.

Can I book my personal travel on this website?

Absolutely! BizBeds is available for your leisure travel. You have access to over 130 Peppers, Mantra and BreakFree properties across Australia and New Zealand.

How quickly can I make bookings once my registration is complete?

You'll be able to make bookings straight away once your registration is confirmed and you have received your login details.

How do you calculate the discounts I am eligible for?

This is calculated on your projected accommodation bookings for the year and you can receive up to 10% discount off the Best Available Daily Rate.

Do I have to sign a contract?

No, you are not committed to any contracts.

Can I call your Central Reservations number to make a booking?

No, BizBeds rates are only available online.

## Question

## Answers

Which email address will the confirmation be sent to?

It will be sent to the email address supplied in the booking process.

When will my credit card be charged?

It will be charged at the time of booking.

How do I amend or cancel a booking?

Amendments outside of 14 days can be made online. Cancellations up to 24 hours prior to arrival need to be made by calling 1300 987 603 or via email [cressupport@mantragroup.com.au](mailto:cressupport@mantragroup.com.au)

Will I receive a refund if the booking is cancelled?

Yes, if you cancel within the agreed cancellation period.

I do not want to pre-pay - can I still make a booking and pay on departure? No, to take advantage of BizBeds rates, payment must be made online at the time of booking.

Can I book directly with the property I wish to stay at?

No, BizBeds rates are only available on the BizBeds website. No bookings can be made directly with the property.

Can other staff who book travel in my company use this login?

An individual login, under your company's profile, can be set up by your company administrator.

Who do I contact if I need further assistance?

Simply email [bizbeds@mantragroup.com.au](mailto:bizbeds@mantragroup.com.au) and we will get back to you within 24 business hours.