

BnB & short stays

Hospitality / Core workflow guide

Track properties, guests and reservations.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1

Properties

Create this reference data first.

2

Guests

Create this reference data first.

3

Reservations

References: properties, guests

Follow the workflow

List a property, confirm a reservation without overlapping stays and complete checkout.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Properties

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Location	text	Plain text, up to 200 characters.
Nightly rate	money	Non-negative amount; at most two decimal places.

Guests

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Email	email	A valid email address; demo examples are fictional.
Phone	text	Plain text, up to 200 characters.

Reservations

Field	Input type	How to use it
Property id	ref	Select a workspace record from properties.
Guest id	ref	Select a workspace record from guests.
Starts on	date	Calendar date (YYYY-MM-DD).
Ends on	date	Calendar date (YYYY-MM-DD).
Total	computed money	Calculated by the server; not a user input.

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Properties	available	Reference data; no state action.
Guests	active	Reference data; no state action.
Reservations	pending > confirmed > checked_in > checked_out > cancelled	confirm to confirmed, check in to checked in, check out to checked out, cancel to cancelled

Reservation availability

- The end date must follow the start date. The total uses the property nightly rate.
- Confirm blocks overlapping confirmed or checked-in reservations for the same property.
- External listing synchronisation, owner payouts and housekeeping automation are not implemented by this core flow.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.