

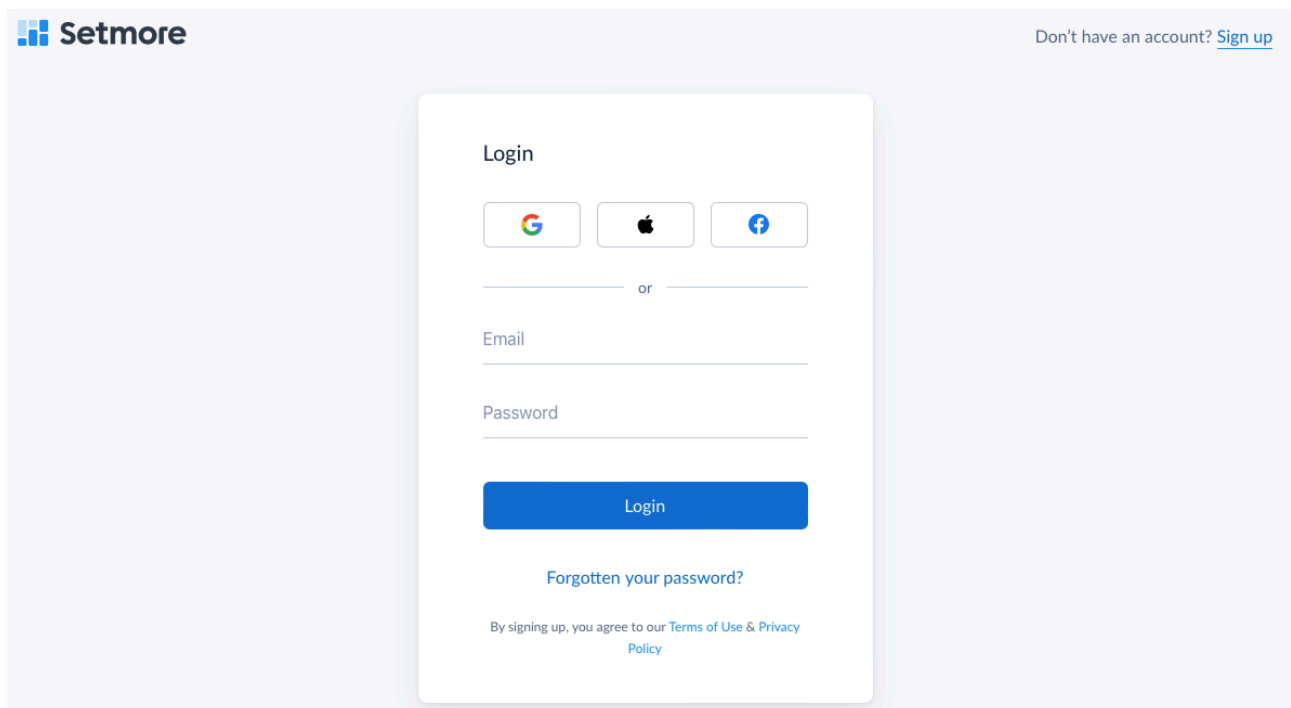
## Moreland Estates SL - Setmore & MERA User Guides

These users guides will get your familiar with both our booking system, and bookings manager system, allowing you to track bookings, invoices etc, as well as manager the availability of your property(s).

### **SETMORE**

We use the Setmore platform to manage online bookings, which integrate with your web-site services. You can view an example of our rental and booking pages at [www.morelandestates.one/mer0001.html](http://www.morelandestates.one/mer0001.html).

Once you sign up to our service, we will provide you with a user name xxxx@morelandestates.one, which will allow you to log into the Setmore system (www.setmore.com).

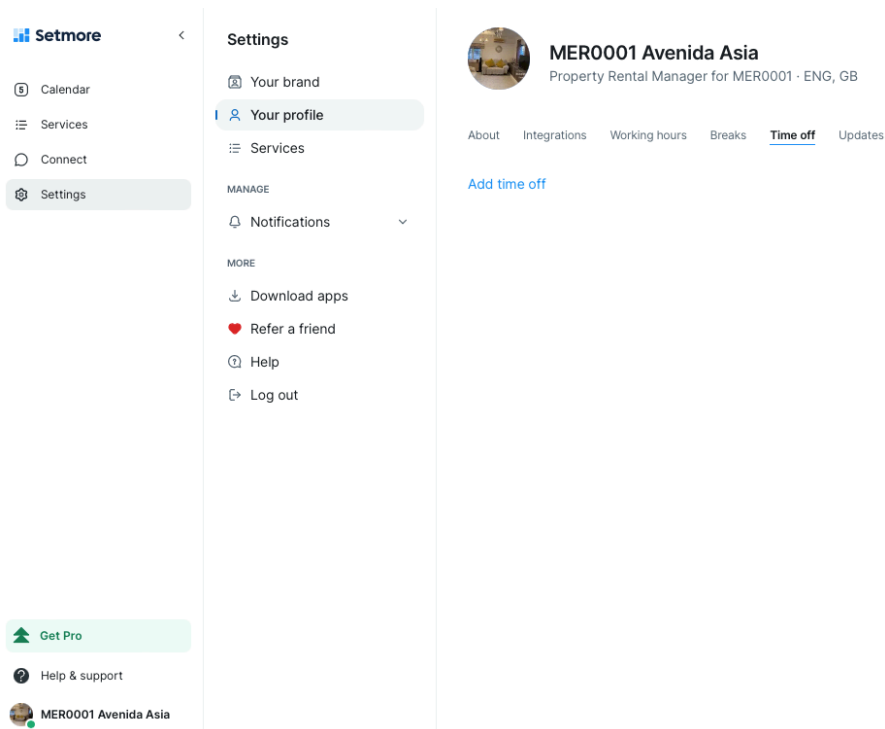


The screenshot shows the Setmore login interface. At the top left is the Setmore logo, and at the top right is a link for "Don't have an account? [Sign up](#)". The main content is a white login card with the following elements: the word "Login" at the top; three social login buttons for Google, Apple, and Facebook; a horizontal line with the word "or" in the center; an "Email" input field; a "Password" input field; a blue "Login" button; a link for "Forgotten your password?"; and a footer note: "By signing up, you agree to our [Terms of Use & Privacy Policy](#)".

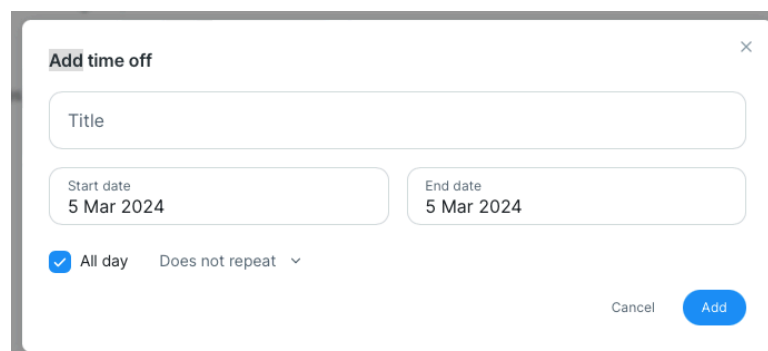
We recommend you change you password after signing in for the first time. You are also able to download the app from both the Apple App Store, and Google Play Store.

On the calendar page, you will be able to see any existing bookings, and change/update the calendar view from week to month, using the calendar view button in the top right hand corner.

To book the property out for your own personal use, click on the setting tab on the left hand-side, and then select 'Time Off'.



Click 'Add Time Off' and enter the start and end date of your visit.



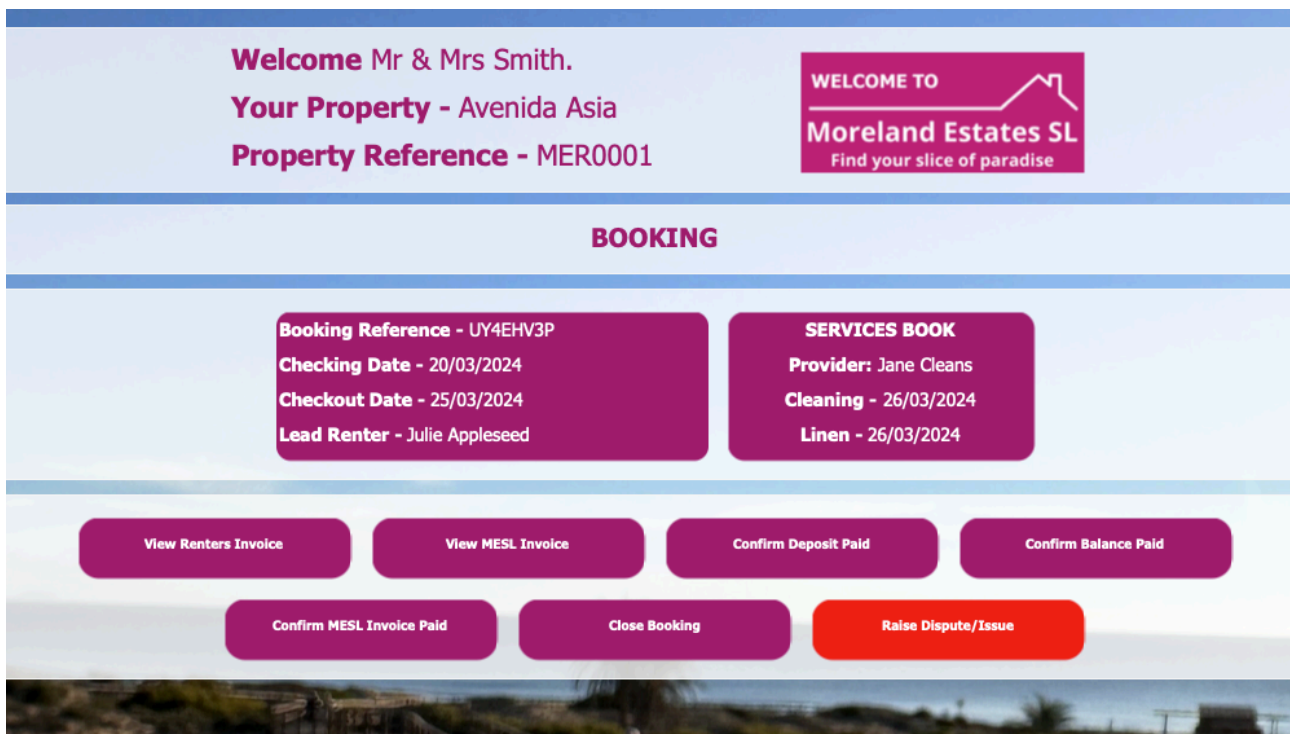
The screenshot shows a modal form titled 'Add time off'. It has a close button (X) in the top right corner. The form contains the following fields and options:

- Title: A text input field.
- Start date: A date input field with the value '5 Mar 2024'.
- End date: A date input field with the value '5 Mar 2024'.
- Options: A checked checkbox for 'All day' and a dropdown menu for 'Does not repeat'.
- Buttons: 'Cancel' and 'Add' buttons at the bottom right.

This will then block out those dates with the availability calendar on the web-site.

## **NERA - Moreland Estates Robotic Assistant**

You will be provided with a private link to our booking management system, run by MERA. Here you will see details of bookings, view invoices, confirm deposits and balances have been paid, book services (cleaning etc), raise any issues/concerns, and close bookings.



The screenshot displays the MERA booking management interface. At the top, it greets the user with "Welcome Mr & Mrs Smith." and provides property details: "Your Property - Avenida Asia" and "Property Reference - MER0001". A "WELCOME TO Moreland Estates SL" banner is also present. The main section is titled "BOOKING" and contains two summary boxes: "Booking Reference - UY4EHV3P" with details for checking and checkout dates and the lead renter, and a "SERVICES BOOK" box listing the provider, cleaning date, and linen date. Below these are several action buttons: "View Renters Invoice", "View MESL Invoice", "Confirm Deposit Paid", "Confirm Balance Paid", "Confirm MESL Invoice Paid", "Close Booking", and "Raise Dispute/Issue".

When confirming payment(s), these will be loaded using your own email service provider, you only need to click send on the email to complete the action.

If you have any issues with using MERA, please email [webservices@morelandestates.one](mailto:webservices@morelandestates.one) or text +34 711 012 539 for technical assistance.