Booking Data

The Booking Data Tab in each Guest Booking contains the guest information, payment method, source, etc.

Please see guide below for an overview and then click on each section for details on features and functions.

- Booking Header
- Guest Information - Booking
- Booking Information - Booking
- Reset Guest I.D.
- Room List
- Booking Action Buttons
- Booking and Guest Comments

Booking Data

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Booking Details

- Booking Data
- Edit Tab
- Folio
- Guest History
- Room Assignment
- Letters
- Log

Booking Header
Every Booking contains a Header element that is present on all tabs of the booking. Displays summary of Booking Details and projected income, folio balance.

Guest Information:
Guest Information remains with the Guest Record. If it is a return guest with data already in the system, then the name will auto fill after entering the first 3 characters. The rest of the guest details will also auto populate . If you make changes to this information and save it, the Guest Data Record will automatically be updated.

Note: if you wish to use the same guest information, but only change a part of the Guest Information then click Reset Guest I.D. to create a new Guest Record.

Booking Information
The booking details can be edited in the Edit Tab of the Booking. Make changes to Group, Source , Travel Agent, Company , Comments and payment information here. Click SAVE to record your changes.

Manage Credit Cards
Click here to enter Credit Card information and view credit card transactions. A new window will open.

Save Changes

Room List
This is a summary of the Room List indicated for the booking. The total $ figure shown here appears in the Projected Income field in the Booking Header.

| Front Desk | Booking | Reports | Arrivals In House Departures | | Search | System Date: 28-AUG-2014 |

Booking by Inquiry   Booking by Availability   Tape Chart   Group Booking Wizard   Search Bookings   Group Bookings   Load Last Booking

11001 - Leaf Green

| # Guests:1/0/0 | Booking for:02-NOV-2014-07-NOV-2014 | Room Type:Queen with a view | Room:103 | Status:Confirme |
| Projected Inc:$420.00 | Projected Inc + Charges:$420.00 | Projected Bal:$420.00 | Folio Bal:$0.00 | |

Booking Data | Folio | Edit | Room Assignment | Guest History | Letters | Log

Guest Information

* Last Name:	Leaf	* First Name:	Green
Salutation:		Date of Birth:	
Address:	12345 Horseradish		
Zip:	80466	City:	Nederland
State:	CO	Country:	United States
Home Phone:	555-555-5555	Cell Phone:	333-333-3333
Business Phone:		e-mail:	
Fax:		Password:	
Driver's License #:		Passport #:	
Guest ID:	3014		Reset Guest ID

Reset Guest I.D.
Click here to create a new Guest Record. This is useful if you have multiple bookings under the same name and just need to change guest details .

Booking Information

Arrival:	02-NOV-2014	Departure:	07-NOV-2014
# Guests (A/C/I):	1/0/0	*Source:	Walk In
Room Type:	Queen with a view	Room:	103
Group:	Select From List	Rate Plan:	QUEEN
*Guest Type:	Casual	PO Number:	
Travel Agent:		Company:	
Guest Comments:	Regular Guest. Prefers balcony room.		
Booking Comments:	Needs Roll-away bed.		
CRS Confirmation:		Tax Exempt?	☐
Projected Income:	$420.00	Folio Balance	$0.00
Last Modified By:	BC	Created On	14-SEP-2014
*Guaranteed By:	Cash	Booking Status:	Confirmed
Time of arrival:	15:00	Time of departure:	11:00

Manage Credit Cards

| Save | Save and Go to Frontdesk | Discard and Go to Frontdesk |

| Save and Check In | Check Out | Cancel Booking | Clone Booking |

Booking Action Buttons
The action buttons available will be highlighted and active depending on the Status of the Booking.

Day	Date	Room Type	Room	Rate Plan	Rate
SUNDAY	02-NOV-2014	Queen with a view	103	QUEEN rate	$75.00
MONDAY	03-NOV-2014	Queen with a view	103	QUEEN rate	$75.00
TUESDAY	04-NOV-2014	Queen with a view	103	QUEEN rate	$75.00
WEDNESDAY	05-NOV-2014	Queen with a view	103	QUEEN rate	$75.00
THURSDAY	06-NOV-2014	Queen with a view	103	QUEEN rate	$75.00
				Total:	$375.00