

# 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.

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### 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: Confirmed
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](#)

#### 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

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

### 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 Action Buttons

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