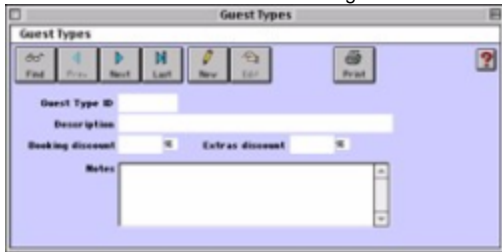


Setting up Guest Types

This sets up your guest types and associates discounts accordingly.

? Choose Parameters from the BookingCenter menu and Guest Types from the Booking System drop down list to display the Guest Type Details window:

The image shows a software window titled "Guest types". At the top, there is a toolbar with buttons: "Find", "Print", "Next", "Last", "New", "Edit", and "Print". Below the toolbar, the window contains several input fields: "Guest Type ID" (a text box), "Description" (a text box), "Booking discount" (a text box with a percentage sign icon), "Extras discount" (a text box with a percentage sign icon), and "Notes" (a large text area). The window has a light blue background and a standard Windows-style border.

? Click on the New button or click the Edit button to modify the demonstration data.

? Enter the following information:

Guest Type ID Enter a unique ID to identify this new Guest Type.

Description Enter a description for this Guest Type (i.e. Leisure).

Publish on Internet Select this option if you desire to offer discounts for your guest types (i.e. AAA, AARP) for your online bookings.

Note You may then require proof of membership upon check in to honor the rate.

Booking Discount Enter the percentage this Guest Type receives as a discount on the booking cost.

Extras Discount Enter the percentage this Guest Type receives as a discount on any extras.

Notes Enter any Notes on this Guest Type.

? Click OK or press [Enter] to save the new Guest Type record.

? Repeat for each guest type.