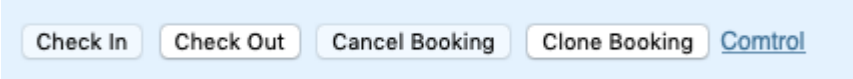


# Automated Postings Via COMTROL Interface

This only applies to customers who have chosen to automate any of the over 700 devices BookingCenter supports through our Guest Services interface. Details on connecting restaurant, phone, movie, key, bar, etc systems can be found at:

<http://www.bookingcenter.com/interfaces-and-modules/guest-services/>

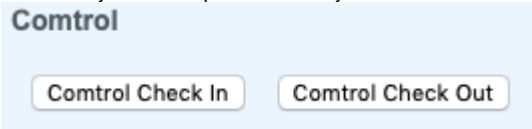
As of this writing, there is no way to set a default 'credit limit' for an individual or a Group booking. Thus, the front desk is required to know if interface support is allowed or not allowed per individual booking. If the guest is allowed to accept automated postings (POS charges, movies, phone calls, etc) then there is nothing further that needs be done, all works automatically by 'checking the guest in'. If the guest is NOT allowed to use the services, then on the Booking Data screen, look for the link called 'COMTROL':



Check In Check Out Cancel Booking Clone Booking Control

This takes you to a drop-down where you see:

**Control**



Control Check In Control Check Out

- **Send Check In:** turns ON COMTROL and Allow postings to take place.
- **Send Check Out:** turns OFF COMTROL and stops all services (phones, movies, etc) from being used and from posting to the folio.

**Send Check Out** would be clicked manually AFTER the guest has been checked into a room to disallow services from being accessed due to non-credit or no desire for guest services. If a guest comes to the front desk AFTER check in and after the **Send Check Out** was sent, with acceptable credit, and desires to activate the guest services, the front desk user can click **Send Check In**, which will then turn the services on. \*  
Note – this is a manual process and has no bearing on occupancy, housecleaning, not any other area of the system.