

Viewing a booking's details0

1. Click on the Availability button on the Home window. The Daily Room Availability chart will be displayed.
2. Click on any booking that appears on the chart to select it. A pop-up menu will appear with a majority of the booking information displayed in the menu.
Tip To view full details for this booking select the first line in the pop-up menu marked Booking: XXXX (where XXXX is the booking number). The Booking Details window will open with the details of the chosen booking loaded for review.
3. Close the Booking Details window to return to the Availability chart.