

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 Details |
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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.

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](#)

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.

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.

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

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

Save Changes

[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.

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.

| 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 |