Room List - Group

The **Room List** in the Group Booking Details providesandeasy way to add new bookings to the Group Booking, view current bookings in the Group, and see the number of Rooms booked in the allotment.

To view the details of a booking in the Room List, you can click on the guest name of any individual booking that listed and the system will load the Individual Guest Booking Details. The individual booking information can be edited and unlinked it from the group if necessary.

NOTE: The Group Revenue shown in the Booking Header will increase as you add bookings to the Group. In this example, one booking has been added to the Group: 3 Nights at $200=$600 plus Tax = $672. See Group Booking Header. The Projected Income shown in the Booking Data will still reflect the total projected cost of the booking based on Room Allocations in the Edit Tab. See Edit Allocations

There are two ways to add bookings to the Group. Once is to add Individual bookings with each guest name or you can automatically assign all of the rooms in the hard allotment of a room type to the group at once.

For step-by-step instructions, see Add Booking to Group Booking

In this section
- Group Booking Data   - Group Folio   - Edit Allocations   - Room List - Group   - Group History   - Group Letters   - Group Log   - Group Booking Header   - Charge To - Group Bookings   - Add Booking to Group Booking

BookingCenter

Front Desk **Booking** **Reports** **Admin** Arrivals In House Departures [Search] System Date: 23-JAN-2018

Booking by Inquiry   Booking by Availability   Tape Chart   Group Booking Wizard   Search Bookings   Group Bookings

124002 - International Travel - Retreat

Group Booking for:**14-MAR-2018-16-MAR-2018** | Status:**Confirmed** | Group Revenue:**$1433.60**

Booking Data **Folio** **Edit** **Room List** **Guest History** **Letters** **Log**

Bookings for this group [Hide]

Guest Name	Confirmation #	Arrival	Departure	Status	Room Type	Room	Avg. Nightly Rate	Guest #
International Group	124003	14-MAR-2018	16-MAR-2018	Confirmed	Deluxe King	401	$100.00	1/0/0
International Group	124008	14-MAR-2018	16-MAR-2018	Confirmed	Deluxe Queen	102	$135.00	1/0/0
International Group	124007	14-MAR-2018	16-MAR-2018	Confirmed	Deluxe Queen	101	$135.00	1/0/0
International Group	124006	14-MAR-2018	16-MAR-2018	Confirmed	Standard Single	223	$85.00	1/0/0
International Group	124004	14-MAR-2018	16-MAR-2018	Confirmed	Deluxe King		$100.00	1/0/0
International Group	124005	14-MAR-2018	16-MAR-2018	Confirmed	Standard Single	1111	$85.00	1/0/0

Add New Booking [Hide]

No more rooms allocated to this group

* Arrival: `14-MAR-2018` * # Nights: `2` * Departure: `16-MAR-2018`

* # Guests: `1` `0` `0` * Room Type: `Select From List` Room: `Select From List`

* Last Name: _____

* First Name: _____

Salutation: ____

* Guaranteed By: `Select From List`

Credit Card: _____

Expiration: `1` `2018`

☐ Assign all remaining Hard Allocations to this Guest

[Complete Booking] [Discard and Close Window]