

# 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 Data                                                                                                                                                                                                                                                                                                                                                                        |
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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.

### 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.

### Manage Credit Cards

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

### Save Changes

### 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.

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.

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

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.

| 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 |