

# Booking1

|    |   |   |
|----|---|---|
| 1. | Click on the Guests button on the Home window. The Guest Details window will be displayed.<br>Note If the guest is not already on record, then you must enter the guest details before you make the new booking. (See "Entering a new Guest" on page xciii) . |   |
| 2. |   | Find the desired Guest as outlined earlier in this section.                                       |
| 3. |   | Click on the <b>New Booking</b> button. The New Booking window will be displayed with the Guest's |
| 4. |   | Enter the details for this booking and click OK.  |

again.

details already loaded into the window.