Booking1

1.	Click on the Guests button on the Home window. The Guest Details window will be displayed. 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 **New Booking** 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.