Guest Account

1. 2.	Click on the Room Bookings button on the Home window. The Booking Details window will open. Find the booking you wish to add the items to.	
	3.	Click on the Account button. The Guest Account Entries list will be displayed.
	4.	Click on the Add Items button. You will see the Add Item to Account window.
	5.	Enter the Item code and [Tab].
	6.	Enter the date if not today's and [Tab].
	7.	Enter the quantity and click OK to finish or [Tab] into the Item field to enter more items.
	8.	Close the Guest Account Entries field to return to the Bookings window.
Viewing a Guest's		