

Adding Bookings to a

Group Booking

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the Group Booking to which you want to assign rooms.
3. Choose Edit from the Group Bookings menu, add to the 'number of guests/rooms' field, and then click OK to prompt the system to add any available rooms.
4. You will be given the choice of having the system allocate the first available rooms to the group booking or you may select the individual rooms yourself.
5. If there are not enough of your preferred Type to book, click on the Book xx Selected Rooms button. You will be returned to the Group Bookings window with the Room Allocations displayed in the list at the bottom of the window.

Tip Double-click on any room in the list to view its individual booking details or to delete it from the Group Booking.

OR

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the Group Booking to which you want to assign rooms.
3. Select "Add Booking" the Group Booking drop-down menu in the upper left corner of the Group Booking window or click the button to add a specific Booking Detail to the desire group booking.



Note You must be costing from Individual Bookings to do this. If you want a Group Rate applied to the whole Group Booking, simply click the ' Cost from Individual Bookings', add the Booking, and then click OFF the ' Cost from Individual Bookings' to re-calculate the Group Booking back to the gross Group rate . Or, start from the individual booking and choose 'Add' to add to the Group Booking.