

Finding a Group

Booking

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Click on the Find button.
3. Enter either the Group Booking ID, Guest ID or any other field value that you can [Tab] into and click OK.

Note You can only perform a Find on one known field value at a time i.e. you cannot perform a simultaneous find on say the Group Booking ID and Guest ID. If you only know the Guest ID, then [Tab] into the Guest ID field, enter their Guest ID and then click OK.

4. If the record you are looking for doesn't come up first, use the Next and Prev buttons to cycle through these records to locate the one you are looking for.