

# Group Booking

1.	Click on the Group Bookings button on the Home window. The Group Bookings window will be	
Account		displayed.
	2.	Find the group booking that you want to add items to.
	3.	Click on the Accounts button. The Group Booking Accounts window will open.
	4.	Click on the Add To button. The Add Account Item window will be displayed.
	5.	Enter a '?' or just hit [Tab]. The Inventory Items List will be displayed.
	6.	When you have located the item double-click on it to select it.
	7.	Enter the quantity and click OK. You will be returned to the Group Booking Accounts window displaying the updated total for that Account ID.

Finding an Account 1. Click on the Sales button on the Home window. The Sales window will open.

2. Click on the Find button.

3. Enter either the Account ID or the Guest ID and click OK.

Note You can only perform a Find on one known field value at a time.

4. If the account 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.