

# Create A New Booking

There are three methods for creating a New Booking for an individual. All are located in the Booking Tab. The three methods are designed to give you flexibility when creating the booking. For Example, by an available date, room type or a specific room.

Which option you choose completely depends on your preferred method or what is more convenient in terms of availability. When you choose a method to create the booking, it will automatically create the booking with the dates chosen, room type or room chosen. For example, if I need to book a specific room for a guest, I would use the Tape Chart, click on the dates for the specific room and the new booking window will open with the dates and the room automatically filled in.

The same **New Booking** window opens when clicking the New Booking Button in all three options. For details on the New Booking window and the settings, see [New Booking Details](#)

Bookings

Related Functions

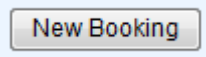
- [New Booking Details](#)
- [Manage Bookings on Tape Chart](#)
- [Bookings Status](#)
- [Send Confirmation Letter](#)

## Booking Methods:

- **Booking by Inquiry:** Just want to know what is available during a specific date range? Create booking by Dates and Rate Plan. Also, use to add a booking to a **Group Booking**.
- **Booking By Availability:** Need to choose an available room from a Room Type? Create booking by Room Type and Dates.
- **Tape Chart :** Need to look at availability and choose a specific room or with multiple rooms? Create booking with a specific room(s).
- **Group Booking Wizard:** To add a new group booking, click on Group Booking Wizard and complete the step-by-step process.

## To add a new Booking for an individual guest, follow these steps:

- First, go the **BOOKING TAB** in the Front Desk.
- Choose your preferred booking method from the three options below.
  - [Booking by Inquiry](#)
  - [Booking By Availability](#)
  - [Tape Chart](#)
- Select booking criteria and the **NEW BOOKING** button will appear



- Click the **NEW BOOKING** button and it will open the **New Booking** in a new browser window.
- Enter necessary Booking, Guest, and Payment information. This information will appear in the Booking Details of the Booking once it is completed and can be edited. (A Room must be assigned to see the booking on on the Tape Chart.)
- When finished, click **COMPLETE BOOKING**.

Once the booking is completed the information will appear in the [Booking Details](#) of the Booking once it is completed and can be edited. (A Room must be assigned to see the booking on the Tape Chart.)

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See a detailed explanation of each section of the New Booking Window.

### Booking Data

The Arrival and Departure date and set based on the booking data chosen in the booking method. The summary will update as you fill-in or change information.

Arrival: 31-Jul-2014 Nights: 1 Departure: 01-Aug-2014  
\* Guests (A/C/I): 1 0 0 Room Type: Queen with a view Room: 102  
Group: Select From List \* Rate Plan: QUEEN rate

Day	Date	Room Type	Room	Rate	Rate
Thu	31-Jul-2014	Queen with a view	102	QUEEN rate	\$75.00
Total:					\$75.00

### Guest Information:

Guest Information remains with the Guest Record. If it is a return guest with data already in the system, then the name will auto fill after entering the first 3 characters. The rest of the guest details will also auto populate. If you make changes to this information and save it, the Guest Data Record will automatically be updated.

#### Guest Information

\* Last Name: \* First Name:  
Salutation: Date of Birth:  
Address:  
Zip: City:  
State: Country: United States  
Home Phone: Cell Phone:  
Business Phone: e-mail:  
Fax: Password:  
Driver's License #: Password #:  
Guest ID: [Reset Guest ID](#)

#### Reset Guest I.D.

Click here to create a new Guest Record. This is useful if you have multiple bookings under the same name and just need to change guest details.

### Booking Information

Make changes to Group, Source, Travel Agent, Company, Comments and payment information here. Click SAVE to record your changes.

#### Booking Information

\* Source: Select From List \* Guest Type: Select From List  
PO Number:  
Travel Agent Company:  
Guest Comments:  
Booking Comments:  
CRS Confirmation: Tax Exempt?  
Projected Income: \$ 84 \* Guaranteed By: Select From List  
Time of arrival: 15:00 Time of departure: 11:00

#### Booking Action Buttons

The action buttons available will be highlighted and active depending on the Status of the Booking.

Complete Booking and Check In Complete Booking Discard and Close Window