Group Booking Wizard

To create a new Group Booking, go to **BOOKING | GROUP BOOKING WIZARD**. Use the Group Booking Wizard each time you need to create a new Group Booking.

This easy wizard takes you through each step of the group booking process, ensuring less chance for errors in Room Allocation and Rate Plans. Group Bookings give you multiple ways to manage folios, set rates, allotments and make reservations for individual guests within the Group. See Group Bookings

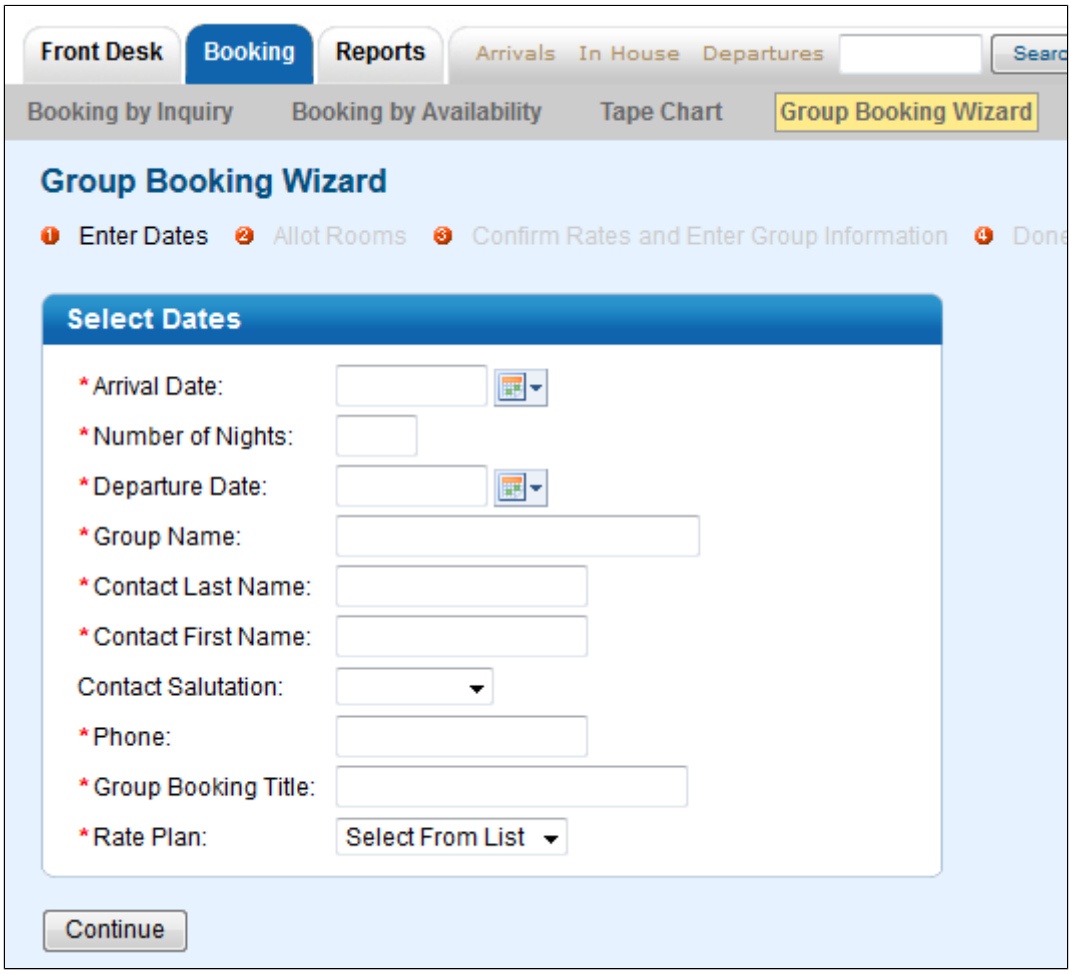
There are Four Steps to complete in the Group Booking Wizard:

- [ ] **Enter Dates**
- [ ] **Allot Rooms**
- [ ] **Confirm Rates and Enter Group Information**
- [ ] **Confirm Booking**

Booking Tab
• Booking by Availability • Booking By Inquiry • Tape Chart • New Booking • Booking Details • Group Booking Wizard • Search Bookings • Group Bookings

Group Booking Wizard Steps

When you click on the Group Booking Wizard tab, the default window opens to the first step: Enter Dates


Front Desk
Booking
Reports
Arrivals
In House
Departures
Booking by Inquiry
Booking by Availability
Tape Chart
Group Booking Wizard
Group Booking Wizard
1 Enter Dates
2 Allot Rooms
3 Confirm Rates and Enter Group Information
4 Done
Select Dates
* Arrival Date:
* Number of Nights:
* Departure Date:
* Group Name:
* Contact Last Name:
* Contact First Name:
Contact Salutation:
* Phone:
* Group Booking Title:
* Rate Plan:
Select From List
Continue