

Booking Details

To view the Booking Details of a Guest booking, you must first locate the booking and then open it. See [Locate A Booking](#)

The Booking Details contains all of the Guest details, booking and payment information.

Each of the Tabs available in the Booking Detail section pertain only to the Guest Record being viewed and are used to manage and change the guest booking, balance folios, print receipts and send correspondence.

The Guest Booking Details you are managing are always shown in the Booking Header and you can move between the TABS without losing any data. However, it is important that you click SAVE after making any changes.

See details on each section of Booking Details:

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

Booking Details
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