

# New Booking Summary

When you create a new booking, a New Booking window opens and displays a summary of booking information.

The New Booking Summary is divided into the following sections.

- [New Booking Data](#)
- [New Booking Guest Information](#)
- [New Booking Information](#)
- [Complete Booking](#)

Once the booking is completed the information will appear in the [Booking Details](#) of the Booking and can be edited.

Remember that a Room must be assigned to see the booking on the Tape Chart.

New Booking Summary
<ul style="list-style-type: none"><li>• <a href="#">New Booking Data</a></li><li>• <a href="#">New Booking Guest Information</a></li><li>• <a href="#">New Booking Information</a></li><li>• <a href="#">Complete Booking</a></li></ul>


New Booking
<ul style="list-style-type: none"><li>• <a href="#">New Booking Summary</a></li><li>• <a href="#">New Booking Confirmation</a></li><li>• <a href="#">Projected Income Calculator</a></li><li>• <a href="#">Deposit Quote</a></li><li>• <a href="#">Guaranteed By</a></li></ul>

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


Arrival: 30-Jun-2016 Nights: 3 Departure: 03-Jul-2016  
\* Guests (A/C/I): 1 0 Room Type: Queen with a View Room: 110  
Group: Select From List \* Rate Plan: Queen rate

Day	Date	Room Type	Room	Rate	Rate
Thu	30-Jun-2016	Queen with a View	110	Queen rate	\$75.00
Fri	01-Jul-2016	Queen with a View	110	Queen rate	\$75.00
Sat	02-Jul-2016	Queen with a View	110	Queen rate	\$75.00
Total:					\$225.00

### Guest Information

\* Last Name: Johnson \* First Name: Erica  
Salutation: Date of Birth:   
Address: 1234 Anywhere St.  
Zip: XXXXX City: Anywhere  
State: OH Country: United States  
Main Phone: 333-333-3333 Cell Phone: 333-333-3333  
Business Phone: e-mail:  
Fax: Password:  
Driver's License #: Passport #:  
Guest ID: 11001 [Reset Guest ID](#) [Guest History](#)

### Booking Information

\* Source: Groupon \* Guest Type: Tourist  
PO Number:  
Travel Agent: Company:  
Guest Comments:  
Booking Comments:  
CRS Confirmation: Tax Exempt? ☐  
Projected Income: \$ 267.75  \* Guaranteed By: Select From List  
Deposit Quote: \$53.55  
Time of arrival: 15:00 Time of departure: 11:00

[Complete Booking](#) [Discard and Close Window](#)