

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
• New Booking Data • New Booking Guest Information • New Booking Information • Complete Booking

New Booking
• New Booking Summary • New Booking Confirmation • Projected Income Calculator • Deposit Quote • Guaranteed By

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

Arrival: Nights: Departure:
 * Guests (A/C/I): Room Type: Room:
 Group: * Rate Plan:

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

Booking Information

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