

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:	30-Jun-2016	Nights:	3	Departure:	03-Jul-2016
* Guests (A/C/I):	1 0	Room Type:	Queen with a View	Room:	110
	0	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