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:

- Booking Data
  - Booking Header
  - Guest Information - Booking
  - Booking Information - Booking
  - Reset Guest I.D.
  - Room List
  - Booking Action Buttons
  - Booking and Guest Comments
- Edit Tab
  - Add or Remove Days from Booking
  - Change Room Type and Room - Edit Tab
  - Modify Rates - Get New Rates
  - Add Additional Guests
  - Change Arrival and Departure Dates
  - Change Date Range of Booking
- Folio
  - Room Rent Charges
  - Add Charge
  - Add Payments
  - Making a Deposit
  - Giving A Refund
  - Manage Credit Cards
    - New Transaction/Card
  - Modify and Delete Transactions
  - Transfer Folio Items
  - Add Folios
  - Edit Folios
  - Balance Folio
  - Posting Room Rent Manually
  - Advanced Charges to Folio
  - Folio Functions and Features
  - Folio Examples
  - Folio: Print/Email Folio

Booking Tab

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

Booking Details

- Booking Data
- Edit Tab
- Folio
- Guest History
- Room Assignment
- Letters
- Log