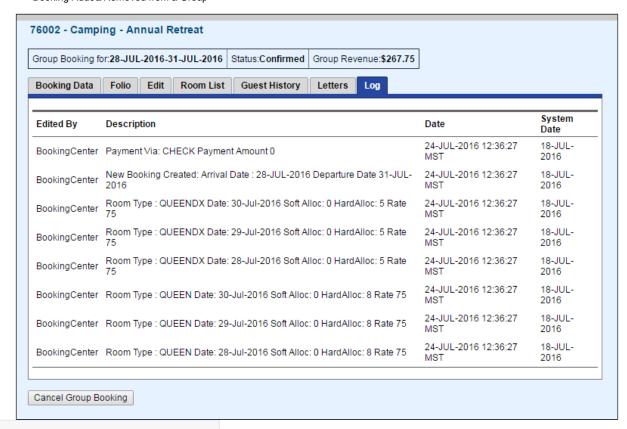
## **Group Log**

The Log keeps a record of all activity associated with the booking. The log is ordered by the most recent event at the top and the first event at the bottom.

Therefore, the first entry is the Allocation for the booking. All subsequent events will be recorded with the USER ID, Description, Date and Time of Event. The Log is useful when trying to determine when a booking was modified and who made the change.

## This includes:

- Allocations
- · Booking Modifications
- Payments
- Changes to Booking Information
- Email/Print Letter Generated
- Booking Added/Removed from a Group



## **Group Booking Details**

- Group Booking Data
- Group Folio
- Edit Allocations
- Room List Group
- Group History
- Group Letters
- Group Log
- Group Booking Header
- Charge To Group Bookings
- Add Booking to Group Booking