

# Locate A Booking

To view the Booking Details of a Guest booking, you must first locate the booking and then open it. 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.

**There are several ways to locate a booking.**

## **Tape Chart**

Go to the Tape Chart and find the date range of the booking. When you have located the booking, click on the booking and a pop up window will appear. See [Tape Chart - Manage Bookings](#)

## **Quick Search**

Go to the Front Desk Tab and use the [Quick Search](#) function to search by Guest Name, Confirmation # and/or Folio #

## **Search Bookings**

Go to [Search Bookings](#) to search by a date range, status, etc.

## **Group Bookings**

Go to [BOOKINGS | GROUP BOOKINGS](#) to see a list of group bookings or search by group name, etc. Or, use one of the previous search methods to locate the Group Booking.

Bookings

  

Related Functions
<ul style="list-style-type: none"><li>• <a href="#">New Booking Details</a></li><li>• <a href="#">Manage Bookings on Tape Chart</a></li><li>• <a href="#">Bookings Status</a></li><li>• <a href="#">Send Confirmation Letter</a></li></ul>