Viewing a booking's details

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the line that the required booking appears on to select it. A pop-up menu will be displayed.
Remember Any line in a pop-up menu with ellipses(...) trailing after it is a selectable menu item and when chosen will open additional windows. (See "Pop-Up Menu" on page xvi) .
3. Select the first line in the menu Booking: XXXX... (where XXXX is the booking ID number). The
Booking Details window will open displaying the details of the booking.
4. Close the Booking Details window to return to the Daily Room Management chart.