

# Booking

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed..
2. Click on the Display drop down list and select Available. The chart will then be updated to display any vacant rooms.
3. Select the vacant room you want to book by clicking on the line it appears on. A pop-up menu will be displayed.
4. Select New Booking... from the pop-up menu. The New Booking window will open ready for you to enter the new booking details for the chosen room.
5. If you would like to check to see if the guest is already in your system (i.e. repeat guest), then enter '?' in the Guest ID field and hit [TAB] to open the Search for Guests window. Enter all or part of the guest's surname and click OK or hit [ENTER]. Select the guest from the guest list by double clicking that selection. Go to Step 8.
6. If the guest is not already in your system and is a new guest, close the Search for Guests window by clicking Cancel. Click New in the Guests window.
7. Enter the Guest Information in the Enter New Guest window and click OK.  
Note The New Guest window will only appear if you have chosen to use it. If not, you will enter the guest data directly into the New Booking - Booking Details window. (See "Guest Config Button" on page xxxiii)
8. Enter the booking information in the New Booking window and click OK.  
Remember Enter a '?' or just hit [Tab] in any ID field to open a full pick list of options to choose from.