Viewing Conference details for a Booking

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking that you want to view the Conference details for.
Note The blue Guest ID label changes to a blue Conference label to denote whether this is a
normal Guest booking or Conference Booking (i.e. a booking attached to a Conference).
3. Click on the Conference hyperlink (underlined text) directly beneath the Booking ID. The
Conference Details window will open displaying the Conference details for this booking.
4. Close the Conference Details window to return to the Booking Details window.
Note This feature requires the Conference Manager module.

Viewing an
individual Booking if part of a Group Booking
1. Click on the Room Bookings button on the Home window. The Booking Details window will open. If this booking is part of a group booking then it will
have a Group Booking ID hyperlink (in blue text) under the Status and Date.
2. Click on the Group Booking ID to open the Group Bookings window displaying the details for that
group booking.
Note This feature requires the Group Booking module.

Printing an Itemized Guest Account Statement
1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking that you want a Guest Account Statement printed out for.
3. Click on the Print button. You will see the Select Printing Options dialog box.
4. Select 'Guest Account' and Printer as your print options and then click OK.
Tip If you want a preview before actually printing select Screen as your report destination instead
of Printer .

Printing an Envelope 1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking that you want an envelope printed out for.
3. Click on the Print button. You will see the Select Printing Options dialog box.
4. Select Envelope and Printer as your options and click OK.
Tip If you want a preview before actually printing select Screen as your output instead of Printer .