

# Guest Account

|                   |   |   |
|-------------------|---|---|
| 1.                | Click on the Room Bookings button on the Home window. The Booking Details window will open.<br>Find the booking you wish to add the items to. |   |
| 2.                |   |   |
|                   | 3.  | Click on the Account button. The Guest Account Entries list will be displayed.              |
|                   | 4.  | Click on the Add Items button. You will see the Add Item to Account window.                 |
|                   | 5.  | Enter the Item code and [Tab].  |
|                   | 6.  | Enter the date if not today's and [Tab].  |
|                   | 7.  | Enter the quantity and click OK to finish or [Tab] into the Item field to enter more items. |
|                   | 8.  | Close the Guest Account Entries field to return to the Bookings window.                     |
| Viewing a Guest's |   |   |