Booking Account

Note The Group Booking Module must be purchased to make group bookings.
1. Click on the Group Bookings button on the Home window. The Group Bookings window will be displayed.
2. Find the group booking that you want to create a new account for.
3. Click on the Accounts button. The Group Booking Accounts window will open.
4. Click on the New button. The New Guest Account window will open with the Booking ID already inserted.
5. Press [Tab] to move into the Item field and then enter a '?' and press [Tab]. The Inventory Items List will be displayed.
6. When you have located the item double-click on it to select it. Enter the quantity and [Tab]. The cursor will move back into the Item field ready to enter another item.
7. Click OK once you have finished adding items to this account. You will be returned to the Group Booking Accounts window listing the account entry.
8. Close the Group Booking Accounts window to continue.