

Item

Note You can only edit the quantity or the date of an item on an account.

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the Booking that the account belongs to.
3. Click on the Account button. The Guest Account Entries list for this booking will be displayed.
4. To select an account from the list double-click on it. The Accounts window will open with the chosen account record loaded.
5. Double-click on any item in the list that you want to edit. The Edit Account Item window will open with the chosen account item loaded.
6. Make your edits.