New Booking Summary

When you create a new booking, a New Booking window opens and displays a summary of booking information.

The New Booking Summary is divided into the following sections.

- New Booking Data
- New Booking Guest Information
- New Booking Information
- Complete Booking

Once the booking is completed the information will appear in the Booking Details of the Booking and can be edited.

Remember that a Room must be assigned to see the booking on the Tape Chart.

New Booking Summary

- New Booking Data
- New Booking Guest Information
- New Booking Information
- Complete Booking

New Booking

- New Booking Summary
- New Booking Confirmation
- Projected Income Calculator
- Deposit Quote
- Guaranteed By

See a detailed explanation of each section of the New Booking Window.

Arrival:	30-Jun-2016	Nights:	3			Departure:	03-Jul-2016
* Guests (A/C/I):	1 / 0 / 0	Room Type:	Queen with a View			Room:	110
		Group:	Select From List			* Rate Plan:	Queen rate

Day	Date	Room Type	Room	Rate		Rate
Thu	30-Jun-2016	Queen with a View	110	Queen rate		$75.00
Fri	01-Jul-2016	Queen with a View	110	Queen rate		$75.00
Sat	02-Jul-2016	Queen with a View	110	Queen rate		$75.00
					Total:	**$225.00**

Guest Information

* Last Name:	Johnson	* First Name:	Erica
Salutation:		Date of Birth:	
Address:	1234 Anywhere St.		
Zip:	XXXXX	City:	Anywhere
State:	OH	Country:	United States
Main Phone:	333-333-3333	Cell Phone:	333-333-3333
Business Phone:		e-mail:	
Fax:		Password:	
Driver's License #:		Passport #:	
Guest ID:	11001	Reset Guest ID	Guest History

Booking Information

* Source:	Groupon	* Guest Type:	Tourist
PO Number:			
Travel Agent		Company:	
Guest Comments:			
Booking Comments:			
CRS Confirmation:		Tax Exempt?	
Projected Income:	$ 267.75	* Guaranteed By:	Select From List
Deposit Quote:	$53.55		
Time of arrival:	15:00	Time of departure:	11:00

Complete Booking | Discard and Close Window