

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 Room Type: Queen with a View Room: 110
 0 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