

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
<ul style="list-style-type: none">• New Booking Data• New Booking Guest Information• New Booking Information• Complete Booking

New Booking
<ul style="list-style-type: none">• 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:	<input type="text" value="30-Jun-2016"/>	Nights:	<input type="text" value="3"/>	Departure:	<input type="text" value="03-Jul-2016"/>
* Guests (A/C/I):	<input type="text" value="1"/> <input type="text" value="0"/>	Room Type:	<input type="text" value="Queen with a View"/>	Room:	<input type="text" value="110"/>
	<input type="text" value="0"/>	Group:	<input type="text" value="Select From List"/>	* Rate Plan:	<input type="text" value="Queen rate"/>

Day	Date	Room Type	Room	Rate	Rate
Thu	30-Jun-2016	Queen with a View	110	<input type="text" value="Queen rate"/>	\$75.00
Fri	01-Jul-2016	Queen with a View	110	<input type="text" value="Queen rate"/>	\$75.00
Sat	02-Jul-2016	Queen with a View	110	<input type="text" value="Queen rate"/>	\$75.00
Total:					\$225.00

Guest Information

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

Booking Information

* Source:	<input type="text" value="Groupon"/>	* Guest Type:	<input type="text" value="Tourist"/>
PO Number:	<input type="text"/>		
Travel Agent	<input type="text"/>	Company:	<input type="text"/>
Guest Comments:	<input type="text"/>		
Booking Comments:	<input type="text"/>		
CRS Confirmation:	<input type="text"/>	Tax Exempt?	<input type="checkbox"/>
Projected Income:	\$ 267.75	* Guaranteed By:	<input type="text" value="Select From List"/>
Deposit Quote:	\$53.55		
Time of arrival:	<input type="text" value="15:00"/>	Time of departure:	<input type="text" value="11:00"/>