

# Log

The Log keeps a record of all activity associated with the booking. The log is ordered by the most recent event at the top and the first event at the bottom.

Therefore, the first entry is the creation of the booking. This will show if it is an online booking or a front desk booking. The type of booking will be indicated in the description ie. GDS online booking created.

All subsequent events will be recorded with the USER ID, Description, Date and Time of Event. The Log is useful when trying to determine when a booking was modified and who made the change.

This includes:

- Booking Creation
- Booking Modifications
- Payments
- Changes to Booking Information
- Email/Print Letter Generated
- Booking Added/Removed from a Group

## Booking Details

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The following information is displayed in the Log:

- **Edited by:** The User ID of the user who created or modified the booking. If the transaction was completed in Night Audit, then "NtAudit" will be added to the User Id.
- **Description:** Description of event
- **Date:** The actual Calendar Date of addition or modification.
- **System Date:** The system date of the day the action was completed. This can be different than the system date if you have not completed Night Audit Yet.

**75003 - Williams Jane**

# Guests:1/0/0	Booking for:15-JUL-2016-17-JUL-2016	Room Type:Multiple	Room:105	Status:Complete
Projected Inc:\$178.50	Projected Inc + Charges:\$178.50	Projected Bal:\$0.00	Folio Bal:\$0.00	

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Edited By	Description	Date	System Date
BC	Guest Checked Out from Room 105	24-JUL-2016 12:18:35 MST	17-JUL-2016
BC	Payment Via: CHECK Payment Amount 178.5	24-JUL-2016 12:18:33 MST	17-JUL-2016
NtAudit BC	Folio Item RENT Pre-Tax Charge Amount 75	24-JUL-2016 12:18:22 MST	16-JUL-2016
NtAudit BC	Folio Item RENT Pre-Tax Charge Amount 75	24-JUL-2016 12:18:17 MST	15-JUL-2016
BC	Guest Checked Into Room 105	24-JUL-2016 12:18:14 MST	15-JUL-2016
BC	Guest Booking Payment Type CHECK	24-JUL-2016 12:18:12 MST	15-JUL-2016
BC	Payment Via: CHECK Payment Amount 0	24-JUL-2016 12:18:12 MST	15-JUL-2016
BC	Booking Date :16-Jul-2016 Room Type QUEEN Room Nos: 105 Rate Plan QUEEN Rate 75	15-JUL-2016 11:15:57 MST	03-JUL-2016
BC	Booking Date :15-Jul-2016 Room Type QUEEN Room Nos: 105 Rate Plan QUEEN Rate 75	15-JUL-2016 11:15:57 MST	03-JUL-2016
BC	Duration of Stay :2	15-JUL-2016 11:15:57 MST	03-JUL-2016
BC	Guest Booking Payment Type CHECK	15-JUL-2016 11:15:57 MST	03-JUL-2016
BC	Payment Via: CHECK Payment Amount 0	15-JUL-2016 11:15:57 MST	03-JUL-2016
BC	Booking is Created for Jane Williams by BC	15-JUL-2016 11:15:57 MST	03-JUL-2016

[Check In](#)
[Check Out](#)
[Cancel Booking](#)
[Clone Booking](#)

Day	Date	Room Type	Room	Rate Plan	Rate
FRIDAY	15-JUL-2016	Queen with a View	105	Queen rate	\$75.00
SATURDAY	16-JUL-2016	Queen Deluxe	105	Queen rate	\$75.00
<b>Total:</b>					<b>\$150.00</b>

**Note:** When a Letter is generated for a guest, a record will display in the booking Log of the Guest. See Send Letters to Guests.

Booking Data	Folio	Edit	Room Assignment	Guest History	Letters	Log
Edited By	Description	Date	System Date			
BC	Print letter 'Reservation Confirmation' generated - Booking: 35501	02-JAN-2016 21:43:31 YST	11-DEC-2015			
BC	Email letter 'Reservation Confirmation' generated - Booking: 35501	02-JAN-2016 21:43:20 YST	11-DEC-2015			