

Checking a guest in

Clicking on the *Today's Arrivals* button shows all guest due to arrive today.

Reservations window showing search filters and navigation buttons. The window title is "Reservations" and the date is "2/11/2010". The search filters include Reservation Number, Last (Sanders), Company, Phone, Group, Arrival, and Email. Navigation buttons include End Guest, Create Reservation, Today's Arrivals, Misc Post, Guests Checked In, Today's Departures, Check Availability, and Exit.

Check In Guests window showing a table of arrivals for 2/11/2010. The table has columns for Reservation, Name, Arr/Dept, Room/Bldg, By, and Group. A "Change Date" button is visible on the left.

Reservation	Name	Arr/Dept	Room/Bldg	By	Group
2010_170	Lowrance, Joe	2/11-2/15	304 Main King	demo	Tax Seminar
202955	Sanders, James	2/11-2/13	301 Main	Ocean Fi Rick	

Double clicking a guest brings up the check in screen with the total due displayed. To check a guest in, we have not touched the keyboard once. Could it be any simpler?

Check In window showing reservation details and a summary table. The reservation info includes Number (2010_170), Arrival (2/11/2010), Depart (2/15/2010), Nights (4), Rooms (1), Room Type (King), Building (Main), and Room (304). The summary table shows a total due of 484.00.

	Daily	King Non Smoking		
Room	110.00	440.00		
Add On	0.00	0.00	Total Stay	484.00
Discount			Less Deposits	.00
Taxes	11.00	44.00	Folio Balance	.00
Service Charge	0.00	0.00	Total Due	484.00
Fees	.00	.00		
Total	121.00	484.00		