

## Editing/canceling a reservation, posting miscellaneous charges

We offer various search criteria for viewing/editing/cancelling a reservation. In this example, we are searching existing reservations for all guests whose last name starts with Br.

The screenshot shows the 'Reservations' application window. At the top, it displays 'Your Property Name' and the date '2/11/2010'. Below this, there are several search criteria fields: 'Reservation Number', 'Last' (filled with 'Sanders'), 'Company', 'Phone', 'Group', 'Arrival', and 'Email'. To the right of these fields are several icons for actions: 'Find Guest', 'Create Reservation', 'Today's Arrivals', 'Misc Post', 'Guests Checked In', 'Today's Departures', 'Check Availability', and 'Exit'.

The screenshot shows the 'Reservation Search Results' window. It displays a table of reservations for a guest with the last name Sanders. The table has columns for Number, Name, Arr/Dept, Room, Address, City, ST, Zip, and Group. The reservations are color-coded: white for open, red for cancelled, and gold for checked out. Below the table is a 'Show history' button and a toolbar with icons for 'Info', 'Edit', 'Cancel', 'Check-In', 'Check-Out', 'Post-Deposit', 'Transfer-Deposit', 'Post-Charge', 'Post-Payment', 'Post-Both', and 'Exit'.

Number	Name	Arr/Dept	Room	Address	City	ST	Zip	Group
2010_19	Sanders, James	01/13/10-1/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	02/13/10-2/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	03/13/10-3/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	04/13/10-4/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	05/13/10-5/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	06/13/10-6/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_19	Sanders, James	07/13/10-7/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_20	Sanders, James	08/13/10-8/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_20	Sanders, James	09/13/10-9/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_20	Sanders, James	10/13/10-10/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_20	Sanders, James	11/13/10-11/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
2010_20	Sanders, James	12/13/10-12/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
202852	Sanders, James	06/01/01-6/15	201 King	1 Fowl Road	Nashville	TN	32489	
202776	Sanders, James	03/31/06-4/8	302 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
202832	Sanders, James	02/23/09-2/24	302 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
202864	Sanders, James	03/16/09-3/17	302 Ocean Fron	1 Fowl Road	Nashville	TN	32489	
202896	Sanders, James	06/28/09-6/30	304 King	1 Fowl Road	Nashville	TN	32489	
202929	Sanders, James	12/13/09-12/18	305 Ocean Fron	1 Fowl Road	Nashville	TN	32489	

Note the color scheme. White is an open reservation, red has been cancelled, gold means the reservation has been checked out. The user can either double-click to edit, or, click once and choose an option from the buttons. Right clicking a reservation gives the options for users who are accustomed to right click functions.