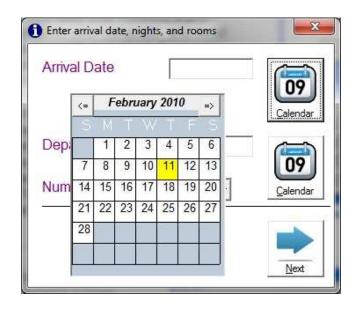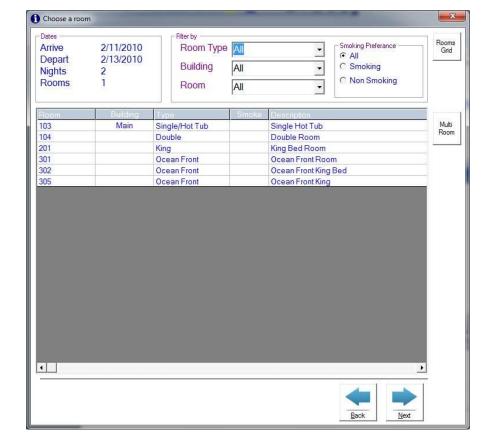## Creating a reservation

If you have ever installed a program on your computer, you most likely used some kind of wizard to assist you with the installation. You are presented choices with the familiar *Next* and *Back* buttons. The same is true in creating a reservation. We use a wizard to assist the user in the creation process. First, the arrival and departure dates are entered. The user can specify the number of rooms desired as well.

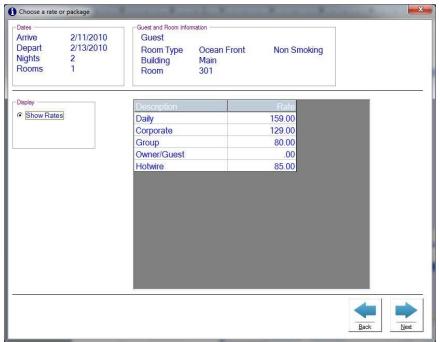The user now chooses a room from the available rooms list. Some clients choose to sort their rooms so that the least rented room shows first on the list, as in this example. Otherwise the list can be shown in an alphabetical order. Rooms can be given names or numbers. Right click on a room and you can view the particulars for the room.

A subset of rooms can be displayed via the drop down lists.

Next, the available rates for the desired stay are displayed. You can configure the system to password certain rates; i.e., the comp rate could only be used by entering the proper password. Also, you can specify which users are allowed to change rates for a reservation.
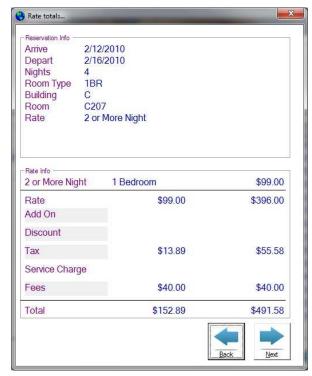
Choose a rate or package

Dates
Arrive	2/11/2010
Depart	2/13/2010
Nights	2
Rooms	1

Guest and Room Information
Guest
Room Type	Ocean Front	Non Smoking
Building	Main	
Room	301	

Display
● Show Rates

Description	Rate
Daily	159.00
Corporate	129.00
Group	80.00
Owner/Guest	.00
Hotwire	85.00

Back   Next

Clicking on *Show Packages* displays the available packages for the desired time period.

Choose a rate or package

Dates
Arrive	2/12/2010
Depart	2/16/2010
Nights	4
Rooms	1

Guest and Room Information
Guest
Room Type	1BR	Non Smoking
Building	C	
Room	C207	

Display
○ Show Rates
● Show Packages

Package	Description	1st Day	Other Days
06BirdieWinter	Birdie PackageWinter	83.00	58.00
06Couples Golf	Couples Golf	85.90	85.90
06DailyGolfWint	Daily Golf Winter	65.00	65.00
Anniversary Pkg	Anniversary Package	155.00	80.00
Aquarium Pkg	Aquarium Package	124.58	80.00
Couples Massage	Couples Swedish Massage	270.00	270.00
Dixie Pkg	Dixie Stampede Package	167.53	80.00
Hiking Pkg	Hiking Package	155.00	80.00
Intimacy Wed 2	Intimacy Wedding Pkg 2	198.00	99.00
Maid 1BL-DX	Maid Fee 1 Bedroom Deluxe	30.00	0.00
Maid 2BL-DX	Maid Fee 2 Bedroom Loft	40.00	0.00
Maid 2BR-DX	Maid Fee 2 Bedroom Deluxe	35.00	0.00
Maid NR1BR	Maid Fee 1 Bedroom	25.00	0.00
Maid NR1BRL	Maid Fee 1 Bedroom Loft	30.00	0.00

Back   Next

Next, the totals are displayed. Some systems make you enter more information before you can see the totals. We allow you an easy method to quote a stay.

At this point, the user can add any additional charges (crib, extra person, pet fees, etc.) to the reservation.   Also, any discounts can be taken. This example adds an extra $25 reservation fee and $10 cleaning fee to the reservation. These can be overridden with the correct password.
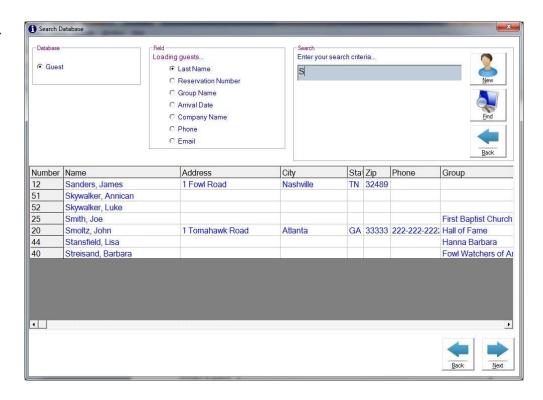
Rate totals...

Reservation Info

Arrive	2/12/2010
Depart	2/16/2010
Nights	4
Room Type	1BR
Building	C
Room	C207
Rate	2 or More Night

Rate Info

2 or More Night	1 Bedroom		$99.00
Rate		$99.00	$396.00
Add On			
Discount			
Tax		$13.89	$55.58
Service Charge			
Fees		$40.00	$40.00
Total		$152.89	$491.58

Back   Next

Previous guests can be searched by various criteria, or clicking on *New* allows the user to enter a new guest's information.

Search Database

Database
⦿ Guest

Field
Choose a field to search on...
⦿ Last Name
○ Reservation Number
○ Group Name
○ Arrival Date
○ Company Name
○ Phone
○ Email

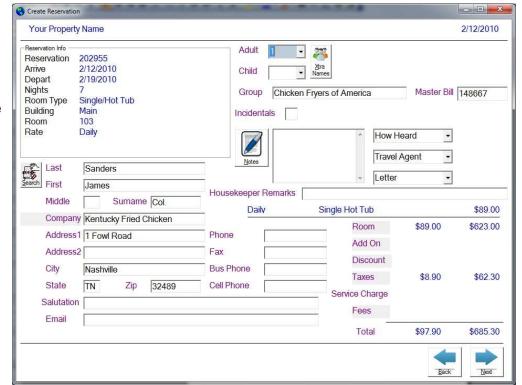**Search**
Enter your search criteria...
Crad

New
Find
Back

When dealing with a previous guest, your rarely need to touch the keyboard to create a reservation.

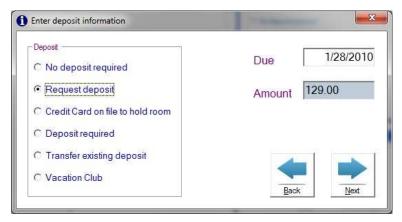This example shows all previous guests whose last name starts with S.

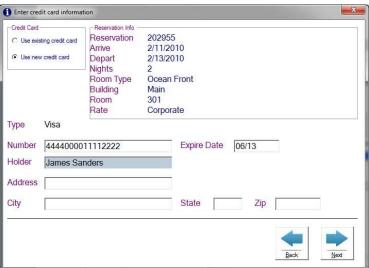Choose the guest by double clicking the name.

This example shows a guest who is a member of a group and their room charges will be billed to a master bill. The user can choose how this guest heard of the property and can choose from an unlimited number of confirmation letters. The letter can either be emailed or printed.

Next we get deposit and credit card information.

Enter deposit information

Deposit
- ○ No deposit required
- ● Request deposit
- ○ Credit Card on file to hold room
- ○ Deposit required
- ○ Transfer existing deposit
- ○ Vacation Club

Due 1/28/2010

Amount 129.00

Back   Next

Enter credit card information

Credit Card
- ○ Use existing credit card
- ● Use new credit card

Reservation Info
Reservation	202955
Arrive	2/11/2010
Depart	2/13/2010
Nights	2
Room Type	Ocean Front
Building	Main
Room	301
Rate	Corporate

Type Visa

Number 4444000011112222   Expire Date 06/13

Holder James Sanders

Address

City   State   Zip

Back   Next

Now we can review the information then click finish to complete the reservation process.

Finalize reservation

Reservation Info
Reservation	202955
Arrive	2/11/2010
Depart	2/13/2010
Nights	2
Room Type	Ocean Front
Building	Main
Room	301
Rate	Corporate

Deposit Info
Deposit required	
Due	1/28/2010
Amount	$129.00
Type	Visa
Number	4444000011112222
Expire	0613
Holder	James Sanders

Guest Info
James Sanders
1 Fowl Road
Nashville, TN   32489

Rate Info
Corporate	$129.00
Total rate	$258.00
Total add ons	$.00
Total discount	
Total taxes	$25.80
Total service charge	$.00
Total fees	$.00
Total stay	$283.80

Back   Finished