

Search

List All Bookings

Create New Booking

Editing Booking

Conf #:xxxxx

Date Reserved: xx/xx/xx

Time: 11:11 am

Date Changed: xx/xx/xx

Time: 11:11 am

Changed by: xxxx

Tour:

Agent:

P/U

Occup:

Location:

Occup:

Pax name: (Last name)
(First name)

Add optional tour

Tour: \$ xxx.xx

Cost per person: \$ xxx.xx

Optional: \$ xxx.xx

Occup: \$ xxx.xx

Total cost: \$ xxx.xx

Update

Method ofPayment:

additional amount ()

Submit

Note to Tod: Above screen is a confirmed reservation that is ready for change.

Light blue rectangular boxes are selectable tables, ()s are fill ins. **XXX** are command.

Once submit is selected, screen drops down to process amount. This part same as a new reservation format.

Agent discount and manual suppl charge section are not included but we need to include with the second half of this screen. I was having problem with Word and count not include.