**Use Case 10*: Conference billing***

**Overview:**

This Use Case enables the users or employees to modify or output the conference room billing.

**Preconditions:**

1. The user needs to modify the information for of the conference room billing.
2. The user needs to send out the conference rooming billing to the customers.
3. There must be a reservation for the conference room made.
4. The conference tab is displayed.

**Scenario**

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| Action | Software Reaction |
| 1. The user will go to the payment section and clicks on the Reservation drop box and selects the current reservation. | 1. The list of current reserved rooms will drop into a list and a room will be highlighted in blue to show it is selected. |
| 1. The user will select the Payment Amount text field and enter the amount owed by customer. | 1. The text field will have numerical value representing the amount of money the customers owe. |
| 1. The user may add any notes on the Note section of the text field. | 1. The text field of the note section will be filled with numbers and letters delivering a message to the customer. |
| 1. The user clicks apply button to let the changes be permanent. | 1. The Apply button will be pressed and the information will be saved. |
| 1. The user will go to the charges section and click on reservation drop box and selects the current reservation. | 1. The list of current reserved rooms will drop into a list and a room will be highlighted in blue to show it is selected. |
| 1. The user will select the Charge Amount text field and enter the amount owed by customer. | 1. The text field will have numerical value representing the amount of money the customers owe. |
| 1. The user may add any notes on the Note section of the text field. | 1. The text field of the note section will be filled with numbers and letters delivering a message to the customer. |
| 1. The user clicks apply button to let the changes be permanent. | 1. The Apply button will be pressed and the information will be saved. |
| 1. The user clicks on the Output Bill to send to customers. | 1. It pops up wind of itemized bill. |

**Scenario Notes:**

The user could have done item 1 to 4 before or after item 5 to 8.

**Postconditions:**

1. The payment information of the customer will be modified or updated.
2. The bill of customers for the conference room will be sent to the customers.

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| **Required GUI:**  Mouse and key | **Use Cases Utilized:**  **None** |
| **Exceptions:**  **none** | **Timing Constraints:**  **none** |