Load Tour Info:
Open the software.
Click one of the display buttons at the top of the screen.
Tour data for the specified selection, Available, Future, or All will be displayed.

Add Tour:
Open Schedule tab.
Enter name, description, location, price.
Click load defaults or enter capacities.
Select dates and times.
Select whether to repeat the tour. If yes, select end date for repeating.
Click add tour.
New tour is automatically displayed in the tour window.

Add Client:
Click Add Client button on the Book tab.
Enter name, email, phone number.
Enter credit card number, security code, expiration, name on card, and billing address.
Click Create.
Click Close.

Add Booking:
Enter tour number.
Enter client e-mail address.
Click Make Booking.
Tour information will automatically be updated in the tour window.

Cancel Tour:
Enter Tour Number on Book tab.
Click Cancel Tour button.
The email addresses of people who need to be notified, as well as how much to refund them is displayed below the button.

Cancel Booking:
Enter Tour Number and Client email on Book tab.
Click Cancel Booking button.
The refund amount, if they are eligible, will be displayed below the button.

Change Booking:
Enter the Client email and new Tour Number in the boxes at the top of the Book tab.
Enter the original tour number in the box labeled Old tour number.
Click Change Booking button.
The client's balance or refund will be displayed below the button.

List Clients:
Click the Client Lookup tab.
Click List All Clients.
A list of client names and email addresses will be displayed below.

Change Tour Price:
Enter tour number on the Book tab.
Click Change Tour Price.
A new window will open prompting for the new price.
Enter the desired price and click OK.
Click Close.

Search Client:
Click the Client Lookup tab.
Enter an email address in the text field.
Click search.
The client details and a list of their past and current bookings will be displayed.

List Tours:
Click the Tour Lookup tab.
Click List All Tours/Bookings.
A list of tours and the clients booked for them will be displayed.

Search Tours:
Click the Tour Lookup tab.
Enter a Tour Number and click Search.
The tour details and list of bookings will be displayed.

Edit Client:
Click the Client Lookup tab.
Enter an email address in the text field and click search.
Click Edit Client.
A new window will open.
Modify any field and click the Update button next to that field.
Click close.

Report Revenue and Bookings:
Click the Report tab.
Choose a starting and ending date.
Press Go
Total revenue and a list of bookings for the time period will be displayed.

Change Defaults:
Click the Preferences tab.
Click Load to display or update the current defaults.
Change any desired fields.
Click Save.

Save and Exit:
Click the Save and Exit button in the lower right corner of any screen.