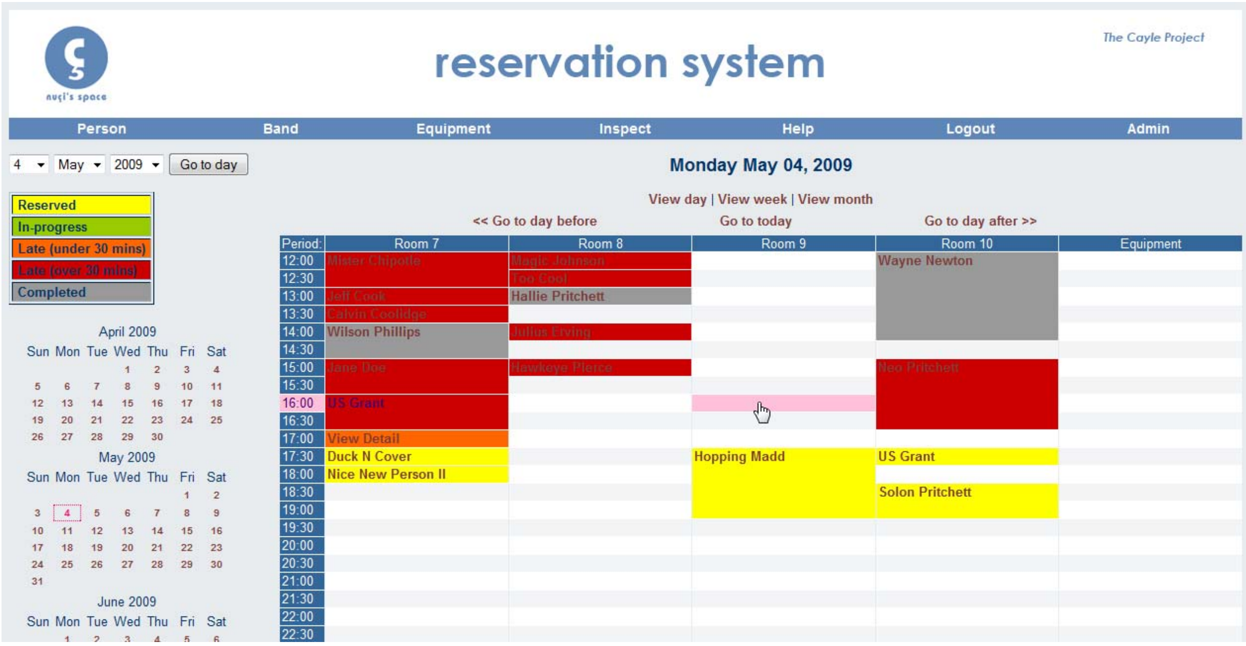
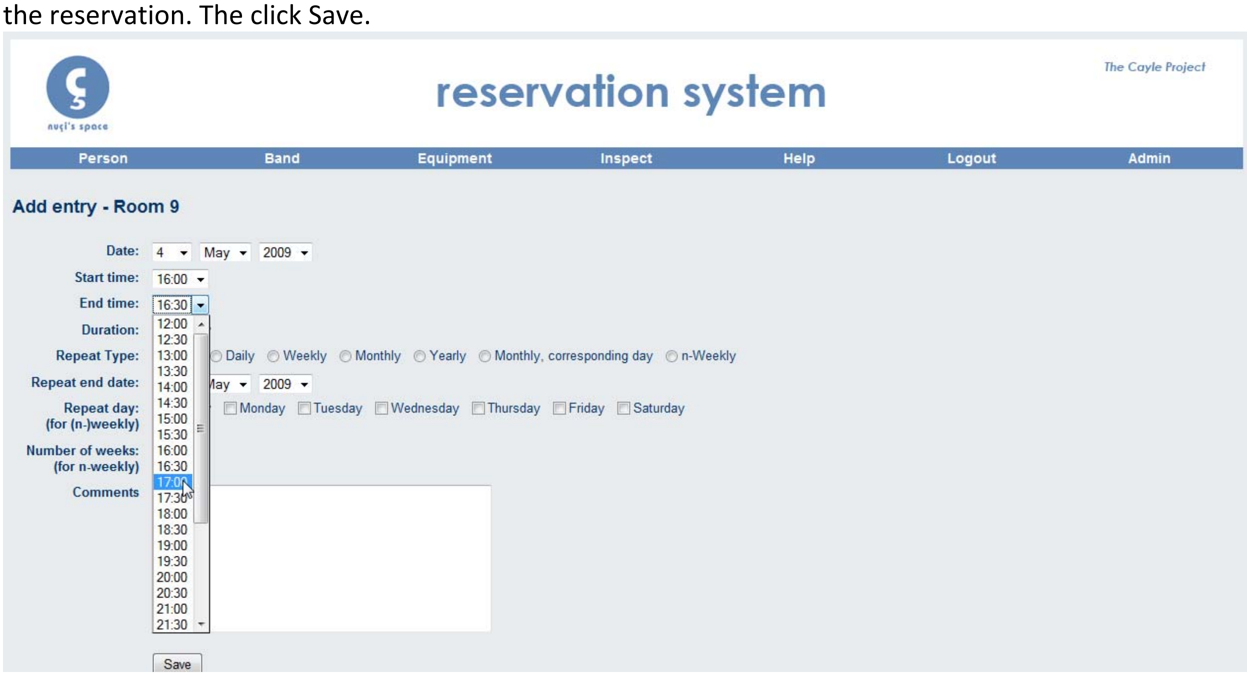
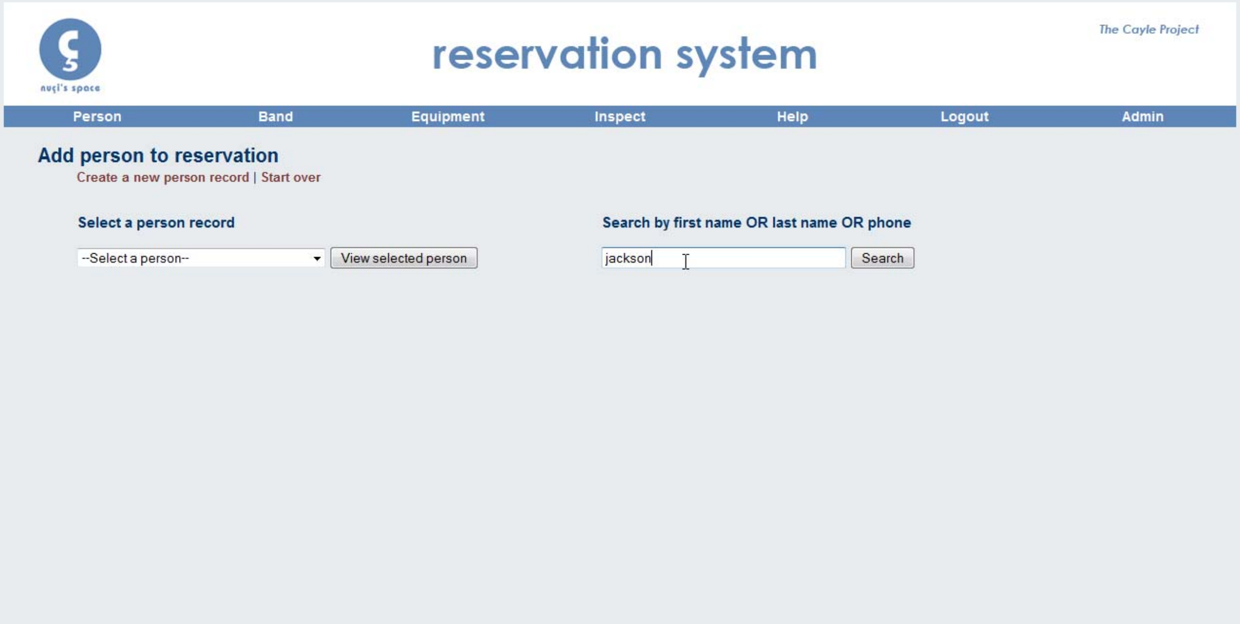
To create a room reservation, underneath the room name click on the time at which the customer would like to begin the reservation.

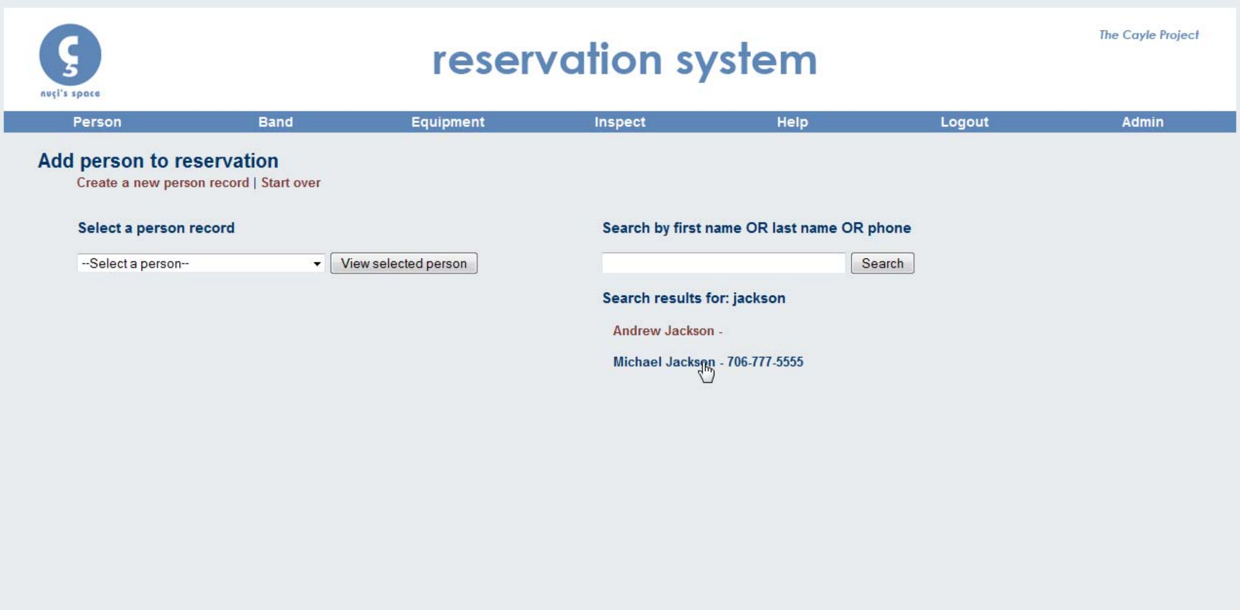


Verify the start date and time are correct. If the wrong room has been chosen, click the "Cancel" link at the bottom of the page. Choose the end time and any recurrence rules and enter any comments about the reservation. The click Save.



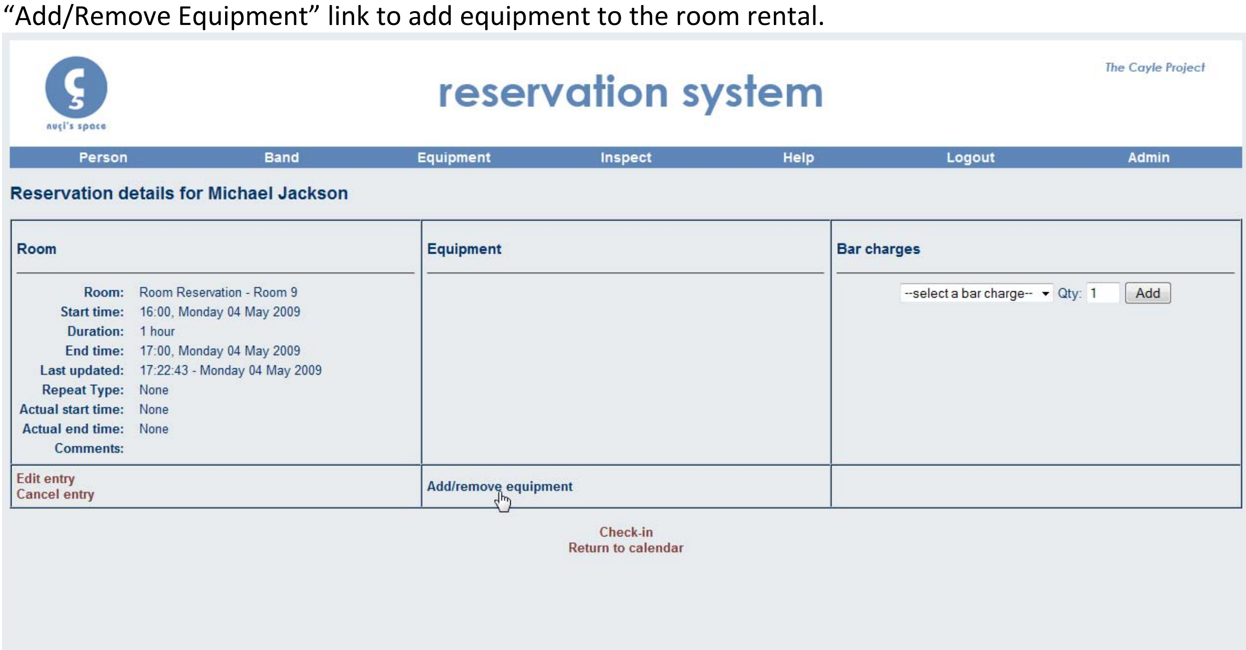
Select the customer from the dropdown box or search for a person using first or last name or phone number and click View selected person or click the “Create a new person record” if the customer has not made a reservation before.





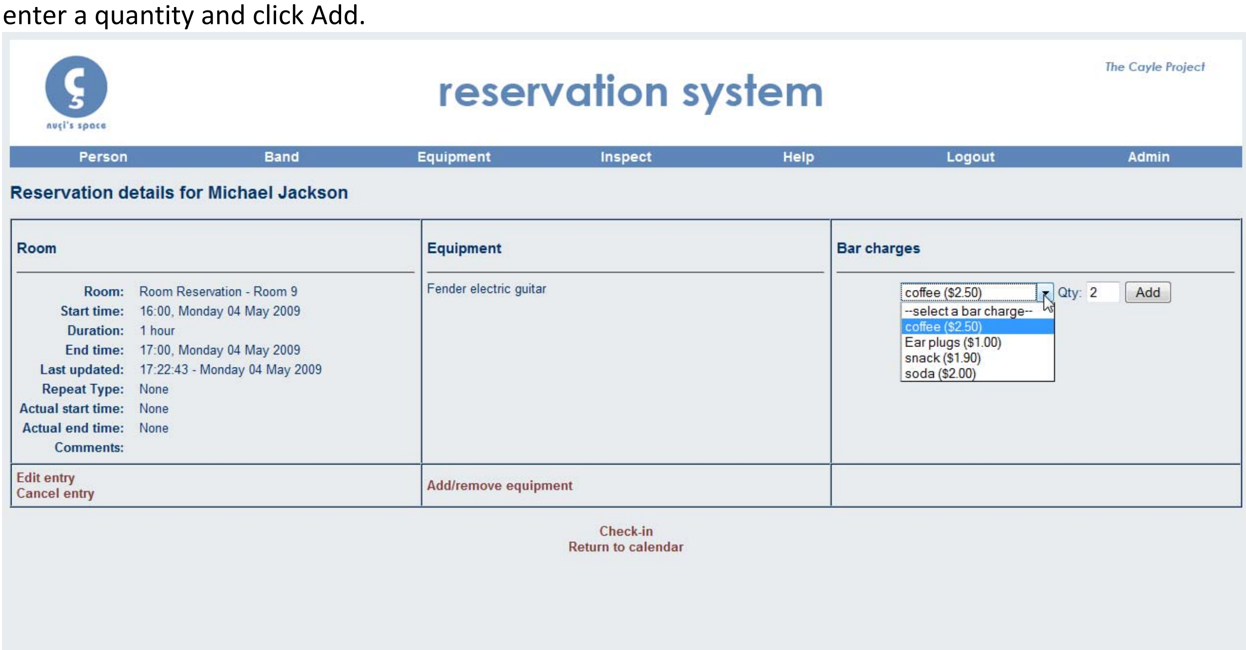
Verify the customer’s information is correct. Any future reservations already made for this person and any unpaid, past reservations show next to the person info. If the person has unpaid reservations, the employee must enter initials to proceed with making the reservation. Click the “Add this person to the reservation” link.

Verify the reservation information is correct. If not, click Edit Entry and modify the information. Click the “Add/Remove Equipment” link to add equipment to the room rental.

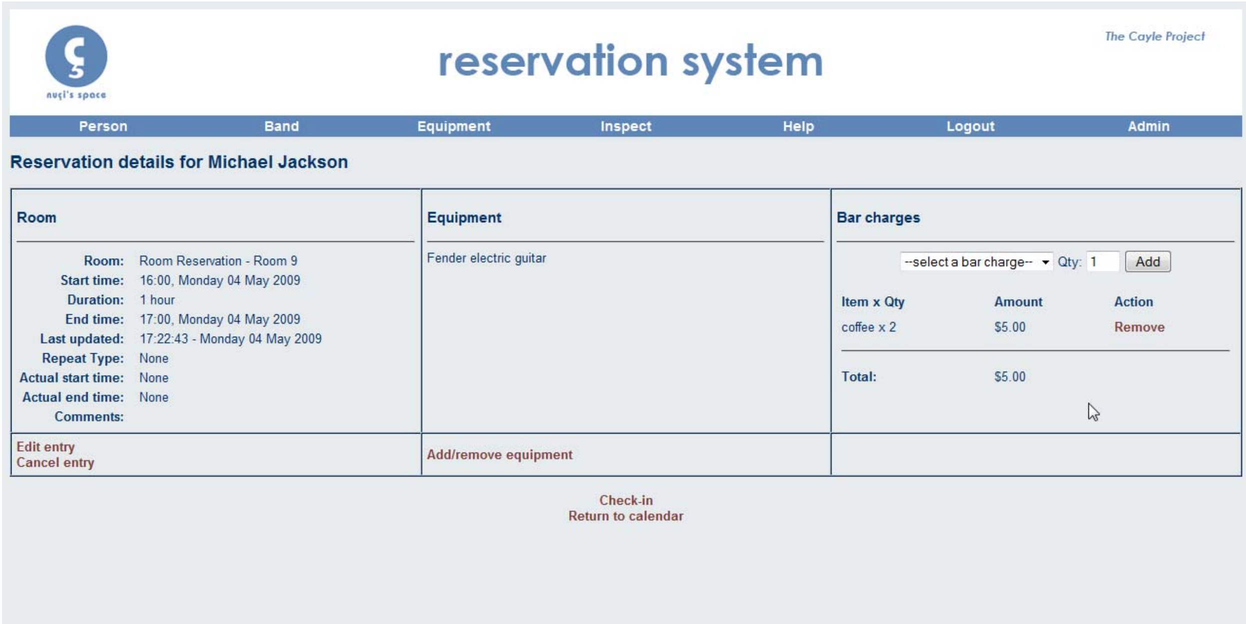


Click the select box next to each piece of equipment the customer would like to use in the room and then click Next.

The equipment now shows in the equipment info box. Choose a bar charge from the dropdown box, enter a quantity and click Add.

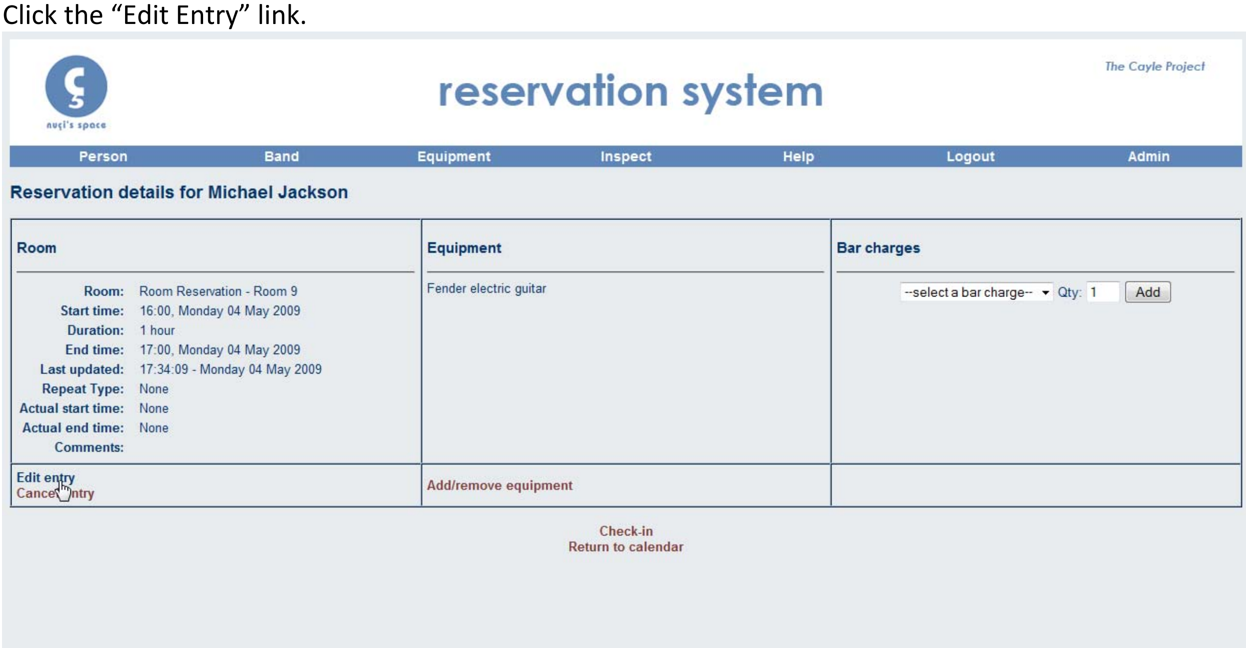


The bar charge now shows in the Bar Charge Info box.



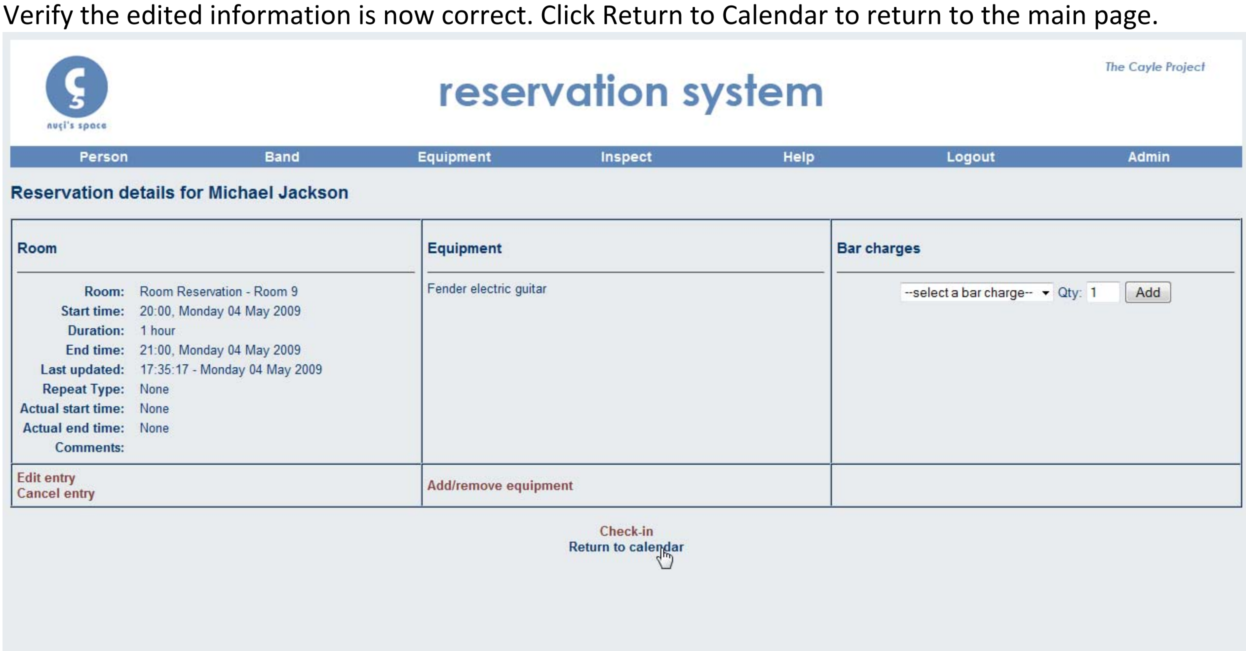
The reservation now shows in a yellow box indicating the customer has not yet arrived to begin using the reservation. If the details of a reservation need to be edited, click the customer's name on the date of the reservation from the main calendar.

Click the "Edit Entry" link.



Edit the appropriate reservation details and click Save.

Verify the edited information is now correct. Click Return to Calendar to return to the main page.



The system will not allow reservations to be created in the past.