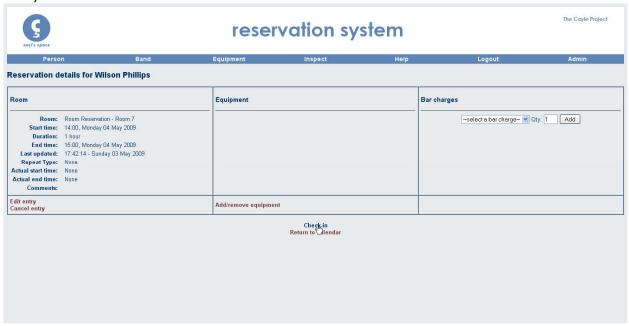
When a customer arrives at the store to begin using a reservation, click on the customer's name on the main calendar. The customer's reservation should show in a yellow color indicating it has not yet started.



Verify the reservation details are correct and then click the Check-In link.



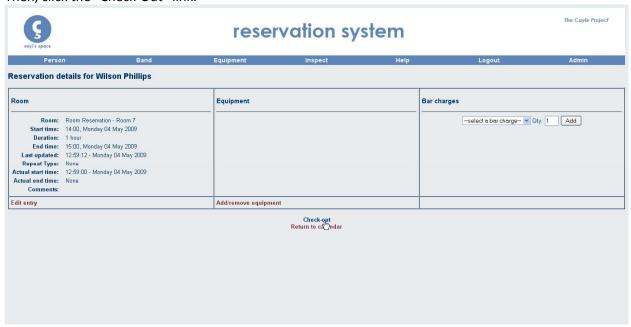
Click OK to proceed with check-in or cancel if the reservation should be altered.



The reservation will now show in a green color on the main calendar.



When the customer has completed the reservation, click the customer's name on the main calendar. Then, click the "Check-Out" link.



Click OK to proceed with check-out or cancel if the reservation is not complete.



When the customer checks-out, the employee is automatically directed to the invoice for the customer's visit. The invoice automatically shows the reservation, person, room, equipment, and bar charge information for this reservation. To apply a standard discount for drummer only or employee, click the

appropriate radio button and then click Apply.



The discount is automatically calculated and applied. Click the "Remove" link if this discount has been applied in error.



Bar charges incurred during the reservation can be added while the reservation is still in progress or at the time of invoicing. Choose a bar charge item from the dropdown box and enter the quantity. Then click Add.



Coupons, charges for equipment damage, and other discounts can be applied in the same way. Clicking the "Remove" link next to any charge deletes the charge from the invoice.



Once all charges and discounts have been assessed, click the "Proceed to Make Payment" link.



Choose a payment type and enter the amount for the payment. Then click Add.



The total will automatically be updated with each payment applied.



More than one payment type can be added and more than one payment of each type may be added. If the total of all applied payments is more than the Total of the reservation, a warning will appear.

