

## Welcome

This training module deals with creating and  
managing splitting of reservations

# Split Bookings

The booking that needs to be **split** must be made for the entire stay in the same room.  
If there is a booking in the way just **move** it for now, to the temp **storage box**.

**Open** up the reservation that needs to be **Split**.

Then you Click on the “**Split**” button.

Reservation Details - Folio #25 - Jorg Barry

Transactions | Group Reservations | Group Transactions | Rooming List

Employee: Name Surname | Tentative ?

Folio No.: 25 | Web Ref.: | Created By: Name Surname on 19 January 12

Room/Product: 9 - Twins | Twins - Twins | Special Colour: F [Redacted] B | Reset

Arrival Date: 21 January 2012 | ETA: 12:00 | Nights: 2 | Balances - Guest: 1200.00 | Company: 0.00

Departure Date: 23 January 2012 | ETD: 10:30 | CRS Folio: 7965 | Type: Normal Reserval | Reason: |

Adults: 1 | Child2: 0 | Business Source: <Unspecified>

Child1: 0 | Child3: 0 | Voucher No.: |

| Guest(s) |                                     |                                     |       |            |           |       |            |           |        |       |       |
|----------|-------------------------------------|-------------------------------------|-------|------------|-----------|-------|------------|-----------|--------|-------|-------|
| Add      | Main                                | Acc                                 | Title | First Name | Last Name | Email | Tel No (w) | Mobile No | Visits | Fax 1 | Email |
| More     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mr    | Jorg       | Barry     |       |            |           | 1      |       | Move  |
| Del      |                                     |                                     |       |            |           |       |            |           |        |       | Prof  |
| SMS      |                                     |                                     |       |            |           |       |            |           |        |       |       |

Date of Birth: 19 January 2012 | Nationality: <Unspecified> | Hobbies: |

Anniversary: 19 January 2012 | Car Reg1. No.: | Intrests: |

Booked By: <Guest> | Change | More | New | Pay Responsibility: <Guest> | Change | More

Contact: | Change | More | New | Contact: | Change | More

Rate: Default Rate | Change | Custom | Email: | Send

Email: | Send | Tel No (w): |

Tel No (w): | Pay Responsibility (2): | Change | More

Rangers: Ranger 1 | : |

Transport: | : |

Notes | Activity Log | Docs | Copy | Int. Tour Operator: <Unspecified>

Cancel | Split |  Can't move |  POS Block | Confirmed | No Show | Save | Save & Close | Close

# Split Bookings

Select the **room** you want to split

Select the Arrival date, leave the Departure date as the last day of the booking.

Then click on the **Split** button

Split Room

**Split** Is used when the reservation is divided into different rooms or the same room in different periods. You may split the same reservation multiple times. Select the **new room** and the **arrival and departure** dates for that room. Then select **Split**. If the new arrival date falls outside the original, the system will create a second reservation and not slit the original. The system changes the reservation to a **group** reservation with each split a separate record. Charges, payments or expenses

Twins 9 Twins 21 January 2012 23 January 2012

|                                     | Book | Type    | Name | Description | Arrival    | Departure  |
|-------------------------------------|------|---------|------|-------------|------------|------------|
| <input type="checkbox"/>            |      | Doubles | 2    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Doubles | 3    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Doubles | 4    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Doubles | 5    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Twins   | 10   | Twins       | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Twins   | 6    | Twins       | 2012/01/22 | 2012/01/23 |
| <input checked="" type="checkbox"/> |      | Twins   | 7    | Twins       | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            |      | Twins   | 8    | Twins       | 2012/01/22 | 2012/01/23 |

**Split** **Close**

# Split Bookings

To split the **room again**, click on split booking on the second booking.

Select the date the booking must move to and select another room, leaving the departure date as the last day of the booking.

Then click on the **Split** button.

Split Room

**Split** Is used when the reservation is divided into different rooms or the same room in different periods. You may split the same reservation multiple times. Select the **new room** and the **arrival and departure** dates for that room. Then select **Split**. If the new arrival date falls outside the original, the system will create a second reservation and not split the original. The system changes the reservation to a **group** reservation with each split a separate record. Charges, payments or expenses

Twins 9 Twins 21 January 2012 23 January 2012

| Book                                | Type    | Name | Description | Arrival    | Departure  |
|-------------------------------------|---------|------|-------------|------------|------------|
| <input type="checkbox"/>            | Doubles | 2    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            | Doubles | 3    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            | Doubles | 4    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            | Doubles | 5    | Doubles     | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            | Twins   | 6    | Twins       | 2012/01/22 | 2012/01/23 |
| <input checked="" type="checkbox"/> | Twins   | 7    | Twins       | 2012/01/22 | 2012/01/23 |
| <input type="checkbox"/>            | Twins   | 8    | Twins       | 2012/01/22 | 2012/01/23 |

Split Close

The system will automatically create a **group booking**.

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| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|-------------|----|----|----|----|------|----|----------------|------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|
| S           | S  | M  | T  | W  | T    | F  | S              | S    | M | T | W | T | F | S | S | M  | T  | W  | T  | F  | S  | S  | M  | T  |
| August 2013 |    |    |    |    |      |    | September 2013 |      |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | test |    | bo             | 2    | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | test | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |



The booking is **now split**.  
The booking that was moved  
to **the temp storage box** can  
now be moved back to the  
original room.

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| August 2013 |    |    |    |    |      |    | September 2013 |      |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
|-------------|----|----|----|----|------|----|----------------|------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| S           | S  | M  | T  | W  | T    | F  | S              | S    | M | T | W | T | F | S | S | M  | T  | W  | T  | F  | S  | S  | M  | T  |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | test |    | bo             | 2    | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | test |   | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 24          | 25 | 26 | 27 | 28 | 29   | 30 | 31             | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

End of training module