



The Marina Program Quick Tips – Guest Reservations

Making a Guest Reservation and Assigning a Slip

Using the POS/Guest Reservation Module

In addition to using this module for Point of Sale Transactions, the POS/Guest-Reservation module can be used for:

- Making a reservation for a new or returning guest and assigning them a slip.*
- Charging guests or tenants for overnight berth.*

Default Date View for the Harbor Graphic

The Harbor Graphic uses colors to illustrate the occupancy of your marina for a given date range. The colors used by the Harbor Graphic can be defined by clicking the button entitled *Modify Harbor Graphic* located under Program Settings on the General Settings tab. The Date Range that it represents can be found on the top menu bar, just after the facility name. 02 Apr 2000 to **** indicates a range of April 2 to the infinite future. 02 Apr 2000 to 03 Apr 2000 indicates availability for the night of April 2, 2000.

Method A B Using the Select Box and New Guest option

(The quickest method, best used for entering a variety of future reservations)

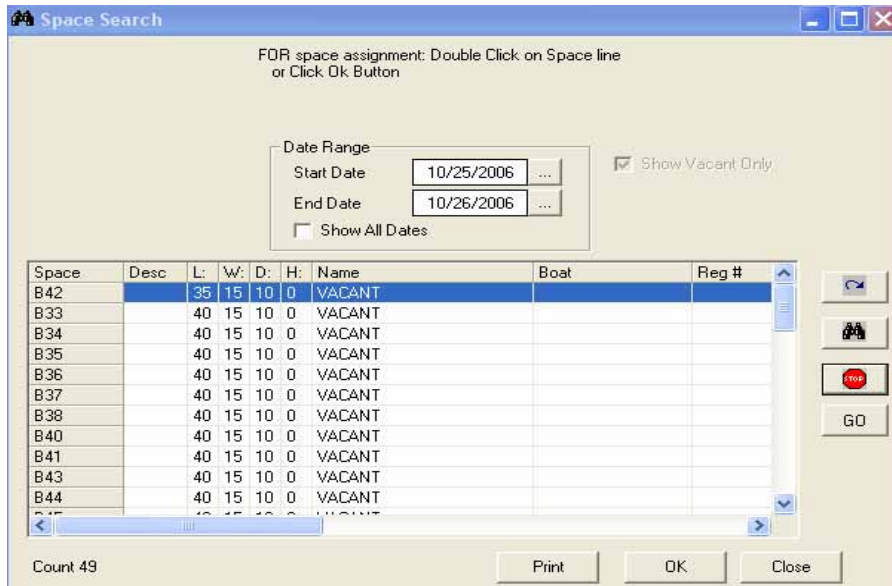
If the Select box is not open,

- ⇒ **Click on Select from the top menu bar**
- ⇒ **Click on New Guest**

The POS/Guest Reservation screen will open with today=s date as the DATE IN, and tomorrow as the DATE OUT. If the reservation is for a date other than the current evening, change the DATE IN and DATE OUT to reflect the desired reservation dates.

- ⇒Enter the Boat Length (and beam/draw if necessary)
- ⇒Click on the Search button

The available spaces for the specified date range will display.



If a suitable space is found,

- ⇒ **Double-click on the space (this will take you back to the Guest Reservation screen)**
- ⇒ **Add the guest's name, address, boat name, etc. so that the record is saved**

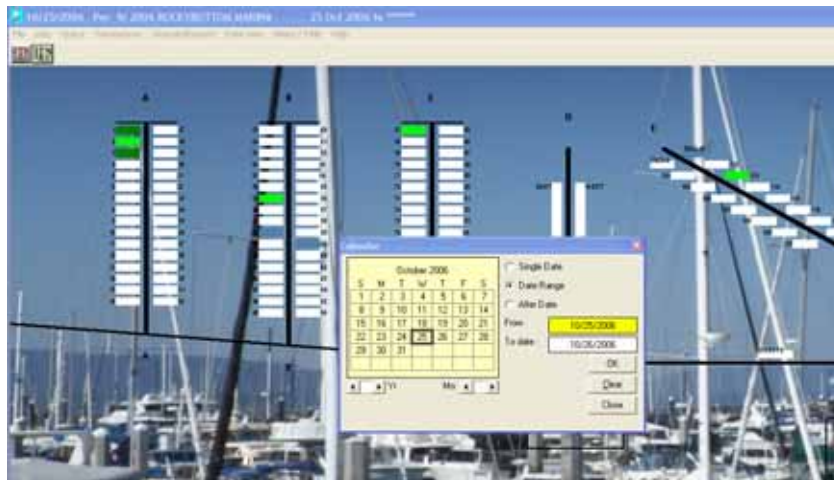
Method B Using the Harbor Graphic and Date View

With the Harbor Graphic screen in front of you, at the top menu bar,

- ⇒ **Click on Date View**

This will bring up a Date Range Availability window

- ⇒ **Enter the desired reservation dates**
- ⇒ **Click the OK button**



This will change the colors of the Harbor Graphic slips to show the availability of your marina slips during this time period. Any vacant slips for this date range will show as the color chosen for vacant slips.

- ⇒ **Choose a vacant slip and click on it.**



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This will bring up a Space Information window that will show a red **VACANT** and the slip size and description.

⇒ Click on the Guest button to bring up the Guest-Reservation screen.

Using a ZZspace

Marinas accepting reservations far in advance of their reservation date may wish to place these reservations on a 'list', rather than pre-assigning spaces. Many marinas' create a 'list space', such as ZZGST and place the advance guest on it, and then say a month or several weeks before the reservation date call up each record and use the Search button (next to the Space field) to find and/or assign an actual space.

TO CHARGE GUESTS OR TRANSIENTS FOR OVERNIGHT BERTH

⇒ Bring up the guest's current reservation on the POS screen




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(Check that the Date In/Date Out fields are correct) and verify the Rate zone

DAILY	DOCKAGE Net Base Rate = \$37.50 Daily Pr Ft 1.25 G
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On the list of items in the lower left part of the screen.

- ⇒
- ⇒ **Click on the calculator button in right side of the button bar at top of screen** (or on the 'Check In' button below the charge line) 
- ⇒ **The default guest revenue code will be used to charge the guest rent**
- ⇒ (See Lists>Program Settings>POS/GUEST Defaults)

You will notice the program will calculate the charge based on the number of days and your transient rate schedule that has been entered in the program.

- ⇒ **Click on Charge button or type the F9 key and then the Enter key**

OR if you are adding on days to a current guest's stay,

- ⇒ **Click on the Times*Rate button to right of Calculator**  **button**

Enter # of days that guest=s stay is being extended.

*(To credit a guest leaving early, click first on Credit on left of window, then use Times*Rate button.)*

Related Reports to further help with Reservations

Availability List (Journals and Reports, Journals, Availability List)

Month At A Glance (Journals and Reports, Journals, Month At A Glance)

Check-In Report (List, Labels & Reports, List Format Selection, Check-In Report, Select DateIn/Out Range)

Check In/Out B Specific Dates (Journals and Reports, Journals, Check In/Out-Specific Dates)