



## Sales and Catering Practice Exercise 1

**\*\*Please use the Company List below to complete the following exercises\*\***

1. Create an Inquiry for Company #1
2. Create a profile for Company #2 add two contact names and Tax Exemption
3. Create a profile for Company #3 and add a Client Trace
4. Create a booking from the GRC Function screen for tomorrow for Company #4
5. Create a booking from the GRC Function screen for today for Company #5 and add Booking Text and Contact Trace
6. Create a booking from the GRC Function screen for 6 months from now for Company #6 and add an Advance Deposit
7. Create a booking from the GRC Function screen for two days from now for Company #2 and add Booking Trace
8. Create a booking from the GRC Function screen for next week from now for Company #3 and add a Booking Text and Expected/Guarantee numbers
9. Convert the Inquiry to an actual booking for Company #1
10. Locate booking #4 using the Make Edit Booking and add another Contact Name
11. Locate booking #6 using the Make Edit Booking and add a 2<sup>nd</sup> Advance Deposit and create a Booking Trace
12. Locate booking #3 and change the Status and change to Expected/Guarantee numbers
13. Create an Inquiry for Company #6 and Turn it away
14. Locate booking #5 and add Account Manager Text to it
15. Locate booking #6 and change the Conference Service Manager

### Company List:

1. Northwind Enterprise
2. Maestro Corporation
3. Air Toronto
4. The Dog Home Repair Store
5. Island Casino
6. Sneakers Warehouse