

## Practice Exercises – Sales & Catering Session 2

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

1. Create a booking for Company #1 using the GRG Function screen for next week for one day and add a Do Not Move and change the room price
2. Create a booking for Company #3 using the Single Day View for today and block 2 function rooms and add a booking trace
3. Search for Company #1 and change the client phone number and add 2 more contact names
4. Search for Company #2 and use the Booking Rapid functions in the Single Day View and move one of the two function rooms to a different room
5. Search for Company #3 and use the Booking Rapid functions in the Single Day View to copy another room
6. Create a booking for Company #4 from The Month View and block one function room for every Thursday for the next 5 weeks.
7. Create a booking for Company #5 from the Month View and block 3 function rooms for 3 days
8. Search for Company #2 and create a Group Master with Room Blocks, Rate and Rooming List
9. Create a booking for Company #6 and add a Group Master with full details including Charge Routing Rules
10. Search for Company #5 and add a Group Master with full details
11. Search for Company #2 and confirm the book on both the front desk and Sales and Catering side
12. Search for Company #4 and add an advance deposit
13. Search for Company #2 and change the Routing rules for 2 guests to be all charges, 2 guests to be room and tax and 1 guest to be Pay Own
14. Search for Company #6 and add booking text on the Group Master
15. Search for Company #5 and cancel all the reservations on the Group Master

**Company List:**

1. Globus Enterprise
2. AirTrans Corp
3. Blue Cross Blue Shields
4. Landmark Builders
5. Zig Zag Financials
6. Tang & Lam Assoc.