

Practice Exercises – Spa & Activities Session 2

****Please use the Name List below to complete the following exercises****

1. Make a booking from the Services by Day Screen for Guest #1 for today for a massage
2. Make a booking from the Services by Day Screen for Guest #2 for tomorrow for a Body Treatment
3. Make a booking from the Provider Booking screen for Guest #3 for today for a Pedicure or Manicure and add Re-confirm Guest and Re-confirm Provider
4. Search for Guest #1's booking using the Service Rapid Search and change the Provider Name and change the phone number information
5. Search for Guest #3's booking using the Service Rapid Search and change the date to the following day and adjust the rate by \$20 less
6. Search for Guest #2's booking and Cancel it
7. Make a waitlist booking for Guest #4 and add a booking text
8. Make a booking from the Provider Booking screen for Guest #5 and add a Do Not Change for the Provider
9. Search for the Cancelled booking for Guest #2 and re-instate the booking
10. Search for Guest #5's booking and make it into a Waitlist status

Names List:

1. Jackson, Pula
2. Wang, Winny
3. Marcos, Stella
4. Jung, Linda
5. Bello, Sandy
6. Lapp, Crystal