



Practice Exercises – Spa & Activities Session 3

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

1. Make a booking for Guest #2 for today at the earliest time and check it in
2. Make a booking for Guest #3 at the earliest time and link to a front desk reservation for today and check it in
3. Make a booking for Guest #7 at earliest time and link to a front desk reservation for today and check it in and attach an Addon
4. a) Make a booking for Guest #1 and Guest #6 for today and link them as Service Groups.
b) Checkin these two bookings using the Batch Check-in in Service Group feature.
5. a) Make a booking for Guest #4 for a Massage arriving for today. b) Take Guest #4's booking and use the Rapid Copy feature to make the another booking for Guest #5
6. Make a booking for Guest #8 for a Massage and use the Rapid Copy feature and make another booking for a different service both for the same day
7. Make a booking for Guest #9 for today and then use the Rapid Move feature and move it to a week later
8. Search for Guest # 2's booking and add a gratuity of 15% and then check it out with a Visa.
9. Search for Guest #3's booking and check it out to the front desk reservation.
10. Search for Guest #7's booking and check it out (don't post to the front desk reservation)
11. Search for Guest #1 or Guest #6's booking and check it out as a Batch Check-out in Service Group Feature

Names List:

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|----------------------|-------------------|
| 1. Cunningham, Tanya | 7. Ford, Harris |
| 2. Darling, Mary | 8. Fricker, Ellen |
| 3. Downing, Gina | 9. Wong, Peggy |
| 4. Farmer, Wendy | |
| 5. Ellison, Jade | |
| 6. Fishwick, Lori | |