



Practice Exercises – Spa & Activities Session 4

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

1. Make a booking for Guest #1 with 3 services using the Rapid Copy feature and assign a Service Group for today
2. Make a booking for Guest # 2 and Guest #3 both having Massages for today using the Rapid Copy feature and assign a Service Group
3. Make a booking for a Spa Package for Guest #4 for tomorrow
4. Make a booking for a Spa Package for Guest #5 for today and assign it to a Front Desk Reservation
5. a) Checkin Guest #1 using the Batch Check-in within Service Group. b) Apply a 15% gratuity to all the service using the More Gratuities option
6. a) Checkin Guest #2 and #3 using the Batch Check-in within Service Group. b) Apply a \$10 off to each booking using the More Discounts option
7. Checkin Guest #5 using the Service Package Check in feature.
8. Checkout Guest #1 using the Batch Check-out within Service Group and use two different payment types
9. Checkout Guest #2 and #3 using the Batch Check-out with Service Group and use only one payment type
10. Checkout Guest #5 using the Service Package Checkout feature and charge it to the front desk reservation.

Names List:

1. Mosley, Gabby
2. Nedjari, Allison
3. Noakes, Carol
4. O'Hagan, Michelle
5. Oxenford, Daphne