



Practice Quiz – CM Session 3 Answers

1. Name all 4 Rapid Management Tools functions
 - a) Copy
 - b) Move
 - c) Mark
 - d) Swap

2. True or False: The Service Provider Schedule screen can only be accessed from the Provider Booking screen?
Answer: False, can also be accessed from the home screen under Booking, Spa Dashboard and from the Services by Day screen

3. True or False: Un-do CheckIn is an available option within the Services Booking Entry screen?
Answer: True, under the Window drop down menu from the Booking Entry screen

4. What does Integrated Bookings mean?
Answer: When a spa booking is linked to a front desk reservation

5. What is the term for linking 2 or more bookings together?
Answer: Service Group

6. True or False: Un-do Checkout is an available option within the Services Booking Entry screen?
Answer: False, once the booking is checked out the status cannot be changed

7. True or False: Spa charges can be posted prior to checkout?
Answer: True, under the Window drop down menu there is an option called "Post Charge"

8. True or False: Gratuities cannot be added once the booking has checked out?
Answer: False, gratuities can be added once the booking is checked out

9. Name the 4 Batch features within Service Groups
 - a) Batch Checkin
 - b) Batch Checkout
 - c) Batch Post
 - d) Batch Cancel