



Spa Practice Exercises 2

1. Create a booking for Guests # 1-5 using the Provider Booking Screen
2. Move the booking for Guests # 1, 4, and 5 to a later time
3. Reconfirm the bookings for Guests # 2 and # 3.
4. Create another booking for Guests #2, 3 and #5 using the Quickbook feature.
5. Create a waitlisted booking for Guest # 1 and # 4
6. Confirm the waitlisted bookings
7. Use Service Rapid Search to locate booking for Guest #5
8. Change the name of the booking from Guest # 5 to # 4.
9. Cancel Bookings for Guests # 1-# 3

Guest Name List

1. Crichton, Michael
2. Flanagan, Helen
3. James, Jennifer
4. Nelson, Fiona
5. Stanson, Andrew