



### Spa Practice Exercises 3

1. Create a booking for Guests #1 - #5
2. Use the Copy function to copy Guest #2 booking to next week.
3. Move the booking for guest # 3 and #4 to later in the day.
4. Use the Recur function to have Guest # 5 recur every two weeks.
5. Swap Providers for Guests # 1 and # 2
6. Add a break for a provider of your choosing
7. Put Guest # 1 and #2 in the same service group
8. Check In all bookings if possible.
9. Checkout Guests # 1 - # 3 and pay
10. Link Guests # 4 and # 5 to a front desk reservation and post the charges to the room.

#### Guest Name List

1. Baron, Lynda
2. Goodman, Julia
3. Hoyland, William
4. Peters, Lorraine
5. Stanton, Barry