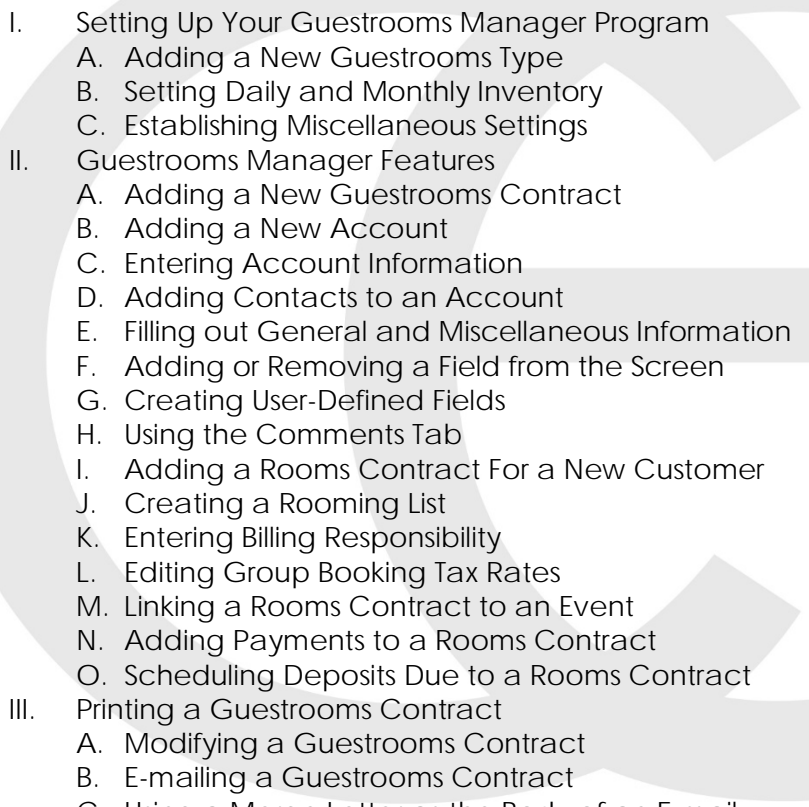# Managing Your Rooms in Guestrooms Manager

Class Syllabus

Topics Covered:

I.   Setting Up Your Guestrooms Manager Program
    A. Adding a New Guestrooms Type
    B. Setting Daily and Monthly Inventory
    C. Establishing Miscellaneous Settings
II.   Guestrooms Manager Features
    A. Adding a New Guestrooms Contract
    B. Adding a New Account
    C. Entering Account Information
    D. Adding Contacts to an Account
    E. Filling out General and Miscellaneous Information
    F. Adding or Removing a Field from the Screen
    G. Creating User-Defined Fields
    H. Using the Comments Tab
    I. Adding a Rooms Contract For a New Customer
    J. Creating a Rooming List
    K. Entering Billing Responsibility
    L. Editing Group Booking Tax Rates
    M. Linking a Rooms Contract to an Event
    N. Adding Payments to a Rooms Contract
    O. Scheduling Deposits Due to a Rooms Contract
III. Printing a Guestrooms Contract
    A. Modifying a Guestrooms Contract
    B. E-mailing a Guestrooms Contract
    C. Using a Merge Letter as the Body of an E-mail
IV.   Viewing the Guestrooms Summary
    A. Checking the Guestrooms Summary
    B. Changing Summary Months
    C. Showing/Printing Room Activity
    D. Performing a Guestrooms Query
    E. Running a Guestrooms Activity Query
    F. Customizing the Query
    G. Printing/Exporting Grid Data
    H. Running Guestrooms Manager Reports
    I. Tracking Group Room Payments or Deposits Made
V.   Q & A