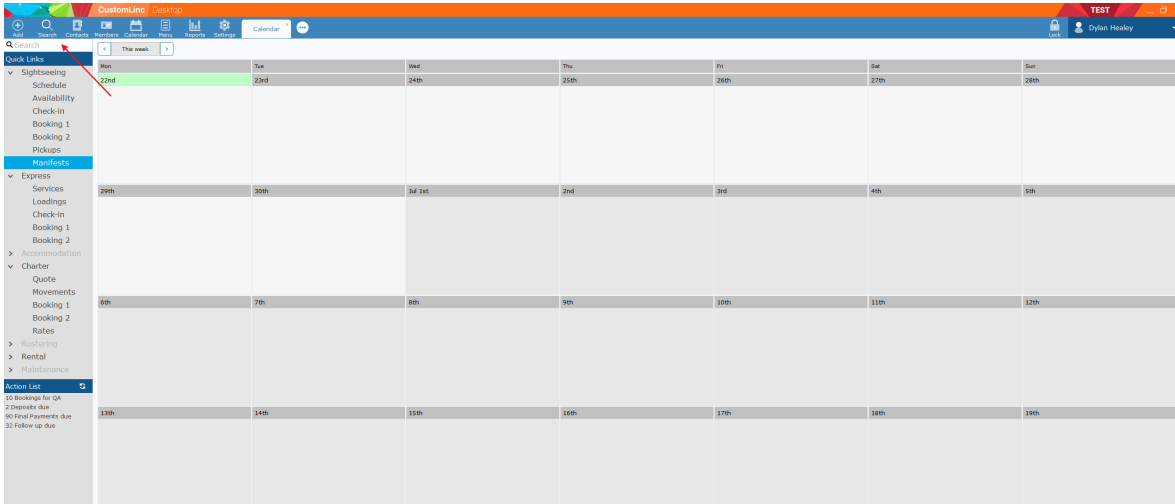


Booking Office

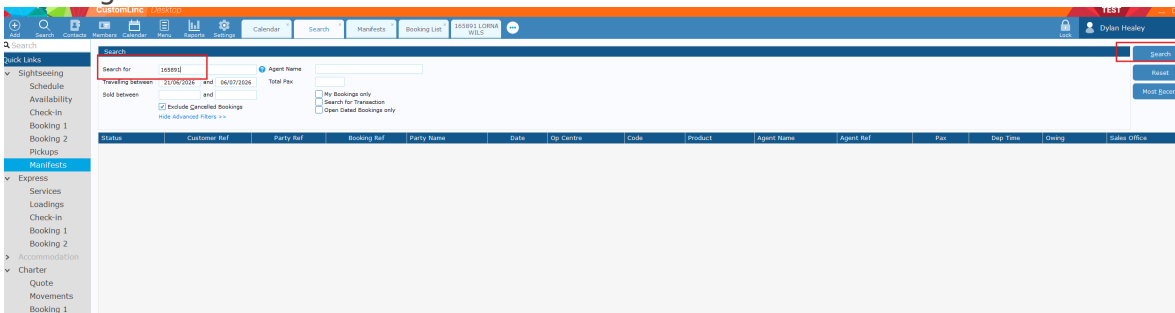
- [How to: Check-in a Booking](#)
- [How to: Manually Search for a Booking on a Specific Service](#)

How to: Check-in a Booking

1. Click **Search**.



2. Ask customer for the **Booking Reference Number**, OR **scan the barcode** provided on booking reference.



3. Confirm **Party Name & Fare details** (Adult, Children etc). And click **Print Ticket**.

CustomLine 2024/05/01 TEST

Search Manifests Booking List 143891 - 12/24/2024 WLS

Dylan Healey

Details

Product * 1000-B-L-1225-L-B - 10:00 Balgrave to Lakasale
 Description Adult 1 \$60.00 \$60.00 \$60.00 \$60.00
 Children (4-15yrs) 2 \$30.00 \$60.00 \$30.00 \$60.00
 Grating Box for 2 + Plastic Blanket 1 \$160.00 \$160.00 \$160.00 \$160.00
 Classic Scones and Tea 3 \$14.00 \$42.00 \$14.00 \$42.00
Booking Total \$424.00 \$424.00

Balance Owning
 Total Sales Tax - GST (10.00%) \$38.55
 Total Payable ex Sales Tax (10.00%) \$385.45

Additional Information

Traveling on 14 Jul 2024 at 11:00
 Made by Internet
 Modified on 28 May 2024 at 15:45
 Modified by Dylan Healey
 Date to travel 24
 Tax Rate 10.00%
 P/A Conventional Product

Revenue Gross \$424.00
 Revenue Net \$385.45
 Sales G. Code SALES
 General Sale 1
 P8016899-159 (ADULT) (0)
 P8016899-075 (SCONES/TEA) (0)
 P8016899-154 (SCONES/TEA) (0)
 P8016899-218 (GRATINGBOX) (0)
 P8016899-226 (SCONES/TEA) (0)

Private Notes

Additional Information

Date 14 Jul 2024 10:00 7 1000-B-L-1225-L-B - 10:00 Balgrave to Lakasale 12:25 Lakasale to Balgrave [100991]

Party Total \$424.00

Date/Time	Subject	From	To	Reason	Type	Method	Attach
14/07/2024 11:21	Confirmation for 1000-B-L-1225-L-B - Reference # 788123 emailed to emiron@newbold.com.au			Confirmation	Confirmation Email	Event	2

Send... Change (6) Ticket to Printer Edit New Save Party

Printing Bilty v2 on P8016899-0000 using Cash Drawer 1 TEST Printing Bilty v2 - Testing and Training System Reports | Documents

How to: Manually Search for a Booking on a Specific Service

In this example we will be looking for a booking on the 10:00am Belgrave to Lakeside on the 24th of July.

1. Go to **Sightseeing > Manifests**, set your date on the top left, then click the **LEG** that you would like to search. These will be in Black font (arrow).

Code	Description	Depart	Max	Tot	Ava	Car	Yield	Loco/Car	Status
1000-B-L	10:00 Belgrave - Lakeside	10:00	262	226	24	24	86%	8 Bel-12 Carpool Test	
1225-L-B	Lakeside - Belgrave	12:25	262	225	37	24			
1000-M-1	10:00 Bel-Men 11:35 Men-Bel	10:00	204	195	9	9	96%		
10:00	Belgrave - Menzies Creek	10:00	204	195	9				
11:35	Menzies Creek - Belgrave	11:35	204	186	18				
1230B-L	12:30 Bel-Lak 15:30 Lak-Bel	12:30	250	216	34	2	46%		
12:30	Belgrave - Lakeside	12:30	250	116	134	2			
15:30	Lakeside - Belgrave	15:30	250	109	141	2			
1415B-L-1	14:15 Bel-Lak 16:40 Lak-Bel	14:15	262	144	118	20	55%		
14:15	Belgrave - Lakeside	14:15	262	144	118				
16:40	Lakeside - Belgrave	16:40	262	101	161	20			
0020 TEST	0020 Test			144					
15:00	Belgrave - Lakeside	15:00	144	0					

2. Find the booking by **Party Name & product**. In the Belgrave - Lakeside leg you will see all customers travelling on this section, including Belgrave to Lakeside Single journeys, as well as Return products.

Status	Party Name	Product	Bid	Pax	# Bookings	Amnt Paid	Amnt Owng	Last Modified
Confirmed	THUY NGUYEN	1000-B-L-1225-L-B	0	2	1		99.00	11/05/2026 08:48
Confirmed	MEIFANG YANG	1000-B-L-1225-L-B	0	4	1		165.00	11/05/2026 08:48
Confirmed	MELANIE MERIN	1000-B-L-1225-L-B	0	8	1		400.00	13/05/2026 13:31
Confirmed	LORNA WILSON	1000-B-L-1225-L-B	0	7	1		424.00	26/05/2026 15:45
Confirmed	PTC EXPRESS ***RETURN	1000-B-L-1225-L-B	0	2	1			105.60 15/05/2026 12:28
Confirmed	QIUNA YONG	1000-B-L-1225-L-B	0	5	1		330.00	25/05/2026 16:02
Confirmed	SHANNI NAIN	1000-B-L-1225-L-B	0	6	1		396.00	24/05/2026 16:04
Confirmed	BREE HASLAM	1000-B-L-1225-L-B	0	6	1		330.00	26/05/2026 16:05
Confirmed	KIN PONG CHAN	1000-B-L-1225-L-B	0	7	1		363.00	26/05/2026 16:08
Confirmed	THANKS TOURS	1000-B-L	0	24	1			988.80 06/06/2026 11:56
Confirmed	WINE HOP	1000-B-L	0	24	1			988.80 22/05/2026 10:28
Confirmed	GO WEST	1000-B-L	0	24	1			988.80 23/05/2026 11:30
Confirmed	I LOVE TRAVEL	1000-B-L	0	21	1			665.20 23/05/2026 12:05
Confirmed	EXPLORE AUST	1000-B-L	0	27	1			1112.40 24/05/2026 11:07
Confirmed	ROYAL DISCOVERY	1000-B-L	0	28	1			1112.40 07/06/2026 11:10
Confirmed	LARA NILSON	1000-B-L-1225-L-B	0	2	1		132.00	24/05/2026 16:50

3. Double click on booking to open

CustomLine Desktop TEST

[Home](#) [Search](#) [Calendar](#) [Manifests](#) [Booking List](#) [166118 BREE HASLAM](#)

Quick Links

- Sightseeing
- Schedule
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- Rates
- Routhing
- Rental
- Maintenance
- Non List
- Bookings for QA
- Reports due
- Final Payments due
- Follow up due

Details

Product * 1000-B-L-1225-L-B - 10:00 Belgrave to Lakeside

Departing Fri * 24/07/2026 10:00 0 Seat Avail

Returning Fri * 24/07/2026 11:00

Party Name * BREE HASLAM

Email bree_460@hotmail.com

Mobile Phone # +61 0422180917 Phone # +61 0422180917

Agent Direct Booking - Australian Dollar

Sub Agent

Pickup Point * Belgrave Station @ 10:00 - 1 OLD MOI

Status * Confirmed

Channel * Web Party Ref 788339

Source * Other Booking Ref 166118

Country / State Australia Postcode 3669

Notes

Private Notes

Additional Information

Travelling on A Set - 12 Carriages TEST

Made on 16 May 2026 at 22:08

Made by Internet

Modified on 26 May 2026 at 16:05

Modified by Dylan Healey

Day/s to travel 32

Tax Rate 10.00%

Is a Conventional Product

Revenue Gross \$300.00

Revenue Net \$250.00

Sales GL Code SALES

Revenue Split 1

PBB166118-132 (ADULT) (0)

Description

Adults Children (4-15yrs)

Qty	Broch (pp)	Brochure	Price (pp)
4	\$48.00	\$24.00	\$96.00
2	\$23.00	\$66.00	\$93.00
Booking Total			\$330.00

Receipt - VISA (Not Printed) - Payment request complete - Bree

Balance Owning

Total Sales Tax - GST (10.00%)

Total Payable ex Sales Tax (10.00%)

Receipt [Promotions](#) [Options](#) [Special Prices](#)

Order	Pickup	Fee	Description	Value
FR 24 Jul 2026	9:00	0	1000-B-L-1225-L-B - 10:00 Belgrave to Lakeside - 12:25 Lakeside to Belgrave [166118]	\$330.00
Party Total				\$330.00

Date/Time Subject From To Reason Type Method

16/05/2026 22:08 Confirmation for BREE HASLAM - Reference # 788339 emailed to bree_460@hotmail.com OK Confirmation Confirmation Email Email

[Send](#) [Changes \(0\)](#) [Ticket to Printer](#) [Edit](#) [New](#)

Puffing Billy v2 on PBB8350163, using Cash Drawer 1 Puffing Billy v2 - Testing and Training System