

How to: Make a Booking for a Walk-Up

1. Go to **Sightseing > Manifest**

2. **Right click** the **Manifest** you would like to book a product for. (The manifest will have **Green Text**)

In this example we will make a booking for the 14:15 Bel - Lak with a 16:40 Lak - Bel Return.

3. Go to **Make Booking**, click on the product you wish to sell.

The screenshot displays the 'Manifests' section of a software interface. A sidebar on the left contains navigation options: Schedule, Availability, Check-in, Booking 1, Booking 2, Pickups, Manifests (selected), Express, Services, Loadings, Check-in, Booking 1, Booking 2, Accommodation, Charter, Quote, Movements, Booking 1, Booking 2, Rates, Rostering, Rental, and Maintenance. The main area shows a table of manifests. The manifest '1100B-G 1 11:00 Bel-Lak-Gem 15:05 Gem-Lak-Bel' is highlighted in green. A right-click context menu is open over this manifest, showing options: Print Manifest, Print, Extract, Reconcile..., Configure, Make Booking (highlighted), Assign Locos/Cars..., Assign Crew..., Locos/Car Allocation..., Stop Sell / May Pax..., Open for Check-in, View Pax List, Audit Trail..., Bulk Adjustment..., SMS to Bookings..., Email to Bookings..., Schedule Third Party Events..., Day Notes..., Manifest Notes..., Show..., and Properties... Below the manifest table, there is a table with columns 'Code' and 'Product'. The 'Code' column contains '1415-B-L', '1415-B-L-1640-L-B', and '1640-L-B'. The 'Product' column contains '14:15 Belgrave to Lakeside', '14:15 Belgrave to Lakeside - 16:40 Lakeside to Belgrave', and '16:40 Lakeside to Belgrave'. To the right of this table, there is a table with columns 'Avail' and 'Booked'. The 'Avail' column contains '102' and '102'. The 'Booked' column contains '0' and '0'.

4. Fill in **Party Name**, Select **Walk Up** in Channel and input the **fares** you would like to sell.

CustomLink - Booking

Search

Quick Links

- Sightseeing
- Schedule
- Availability
- Check-in
- Booking 1
- Booking 2
- Pickups
- Manifests
- Express
- Services
- Loadings
- Check-in
- Booking 1
- Booking 2
- Accommodation
- Charter
- Quote
- Movements
- Booking 1
- Booking 2
- Rates
- Rostering
- Rental
- Maintenance

Action List

Details

Product * 1415-B-L-1640-U-B - 1415 Belgrave b

Departing Sat * 01/08/2026 14:15 0 Seat Avail

Returning Sat * 01/08/2026 17:32

Party Name * TEST BOOKING

Email

Mobile Phone #

Phone #

Agent Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Pickup Point * Belgrave Station @ 14:15 - 1 OLD HOV

Status * Confirmed

Channel * Walk Up

Source

Country / State

Postcode

Notes

Private Notes

Additional Information

Description

Adults

Child Conc. Cante

Children (4-15yrs)

Toddlers (1-3yrs)

Infants (Under 1yr)

Families (2Ad 2Ch)

Tour Guides

Booking Total

Balance Owning

Receipt

Promotions

Options

Special Prices

Date/Time	Subject	From	To	Reason	Type	Method	Attach
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Qty	Broch (pp)	Brochure	Price (pp)	Total (Ad)
1	\$66.00	\$66.00	\$66.00	\$66
			\$52.50	\$52.50
			\$25.00	\$25.00
			\$0.00	\$0.00
			\$165.00	\$165.00
			\$66.00	\$66.00
			\$110.50	\$110.50
			\$66.00	\$66.00
			\$116.50	\$116.50

Send... Changes Ticket to Printer

Update Cancel Sage Party

5. Click **Update** in the bottom right.

CustomLink - Booking

Search

Quick Links

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- Movements
- Booking 1
- Booking 2
- Rates
- Rostering
- Rental
- Maintenance

Action List

Details

Product * 1415-B-L-1640-U-B - 1415 Belgrave b

Departing Sat * 01/08/2026 14:15 0 Seat Avail

Returning Sat * 01/08/2026 17:32

Party Name * TEST BOOKING

Email

Mobile Phone #

Phone #

Agent Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Pickup Point * Belgrave Station @ 14:15 - 1 OLD HOV

Status * Confirmed

Channel * Walk Up

Source

Country / State

Postcode

Notes

Private Notes

Additional Information

Description

Adults

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Date/Time	Subject	From	To	Reason	Type	Method	Attach
-----------	---------	------	----	--------	------	--------	--------

Qty	Broch (pp)	Brochure	Price (pp)	Total (Ad)
1	\$66.00	\$66.00	\$66.00	\$66
			\$52.50	\$52.50
			\$25.00	\$25.00
			\$0.00	\$0.00
			\$165.00	\$165.00
			\$66.00	\$66.00
			\$110.50	\$110.50
			\$66.00	\$66.00
			\$116.50	\$116.50

Send... Changes Ticket to Printer

Update Cancel Sage Party

6. Click Receipt

CustomLinc - (185233 TEST BOOK)

Calendar Manifests Availability Express Schedule Contacts Configuration Schedule Booking List Booking Pickups 185233 TEST BOOK

Search

Quick Links

- Sightseeing
- Schedule
- Availability
- Check-in
- Booking 1
- Booking 2
- Pickups
- Manifests
- Express
- Services
- Loadings
- Check-in
- Booking 1
- Booking 2
- Accommodation
- Charter
- Quote
- Movements
- Booking 1
- Booking 2
- Rates
- Rostering
- Rental
- Maintenance
- Action List

Details

Product * 1415-B-L-1640-L-B - 14:15 Belgrave to Lakeside - 16:40 Lakeside to Belgrave [185233]

Departing Sat * 01/08/2026 14:15 0 Seat Avail

Returning Sat * 01/08/2026 17:32

Party Name * TEST BOOKING

Email

Mobile Phone # Phone #

Agent Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Pickup Point * Belgrave Station @ 14:15 - 1 OLD MDI

Status * Confirmed

Channel * Walk Up Party Ref 907031

Source Booking Ref 185233

Country / State Postcode

Notes

Private Notes

Additional Information

Made on 20 Jul 2026 at 14:06

Made by Dylan Healey

Modified on 20 Jul 2026 at 14:18

Modified by Dylan Healey

Days to travel 12

Tax Rate 10.00%

Is a Conventional Product

Description

Adult

Australian Concession Card

Booking Total

Balance Owing

Total Sales Tax - GST (10.00%)

Total Payable ex Sales Tax (10.00%)

Receipt Promotions Options Special Prices

Date	Pickup	Pax	Description
Sat 01 Aug 2026	14:15	2	1415-B-L-1640-L-B - 14:15 Belgrave to Lakeside - 16:40 Lakeside to Belgrave [185233]

Partv Total

Date/Time	Subject	From	To	Reason	Type
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7. Click the Payment Type dropdown and Select **Visa** or **Mastercard**.

It does not matter which one you choose.

Receipt Booking # 185233

Receipt Details

Balance Owing 118.50

New Balance Owing 118.50

Price Adjustment 0.00

1 Adult

1 Australian Concession Card

Cash

Rounded To

Amount Tendered

Change

Payment Type MasterCard

Amount MasterCard

VISA

Process on Pinpad

Other Receipt Type

Amount

Ref #

Receipt All

Split Pax >>

Print Receipt

Print Ticket

Set as Conf...

Auto Fill

OK

Cancel

8. Double left click the amount, it will autot fill with the total balance owing.

Receipt Booking # 185233

Receipt Details	
Balance Owing	118.50
New Balance Owing	118.50
Price Adjustment	0.00
1	Adult
1	Australian Concession Card
Cash	
Rounded To	
Amount Tendered	
Change	
Payment Type	MasterCard
Amount	
	☐ Process through Gateway ☒ Process on Pinpad
Other Receipt Type	
Amount	
Ref #	

Receipt All

Split Pax >>

Print Receipt

Print Ticket

Set as Conf...

Auto Fill

OK

Cancel

9. Click Ok, then finish the transaction on the EFTPOS machine.

It may take 20-30 seconds the first time of the day to logon.

Receipt Booking # 185233

Linkly Pinpad

linkly
THE PAYMENT PEOPLE

Amount = \$118.50

0%

Connected to 127.0.0.1 on 2011

Cancel

Receipt Details

Balance

New Balance

Price Adjustment

Cash

Rounded To

Amount

Change

Payment

Amount

Other Receipt

Amount

Ref #

OK

Cancel

10. Once complete, it should auto exit out. Then you can press Ticket to Printer as normal.

Revision #2

Created 2026-07-20 03:49:14 UTC by Dylan Healey

Updated 2026-07-20 04:23:35 UTC by Dylan Healey