

# 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.

- 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	Cap	Yield	Loco/Car	Status
1000B-L-B	10:00 Bel-Lak 12:25 Lak-Bel	10:00	262	226	36	24	98%	A 94 - 12 Carriage TEST	
10:00	Belgrave - Lakeside	262	226	36	24				
12:25	Lakeside - Belgrave	262	225	37					
1000B-R-B	10:00 Bel-Res 11:30 Res-Bel	204	190	9	90%				
10:00	Belgrave - Menzies Creek	204	190	9					
11:30	Menzies Creek - Belgrave	204	190	18					
1230B-L-B	12:30 Bel-Lak 15:20 Lak-Bel	250	116	134	2	46%			
12:30	Belgrave - Lakeside	250	116	134	2				
15:20	Lakeside - Belgrave	250	109	141	2				
1415B-L-B	14:15 Bel-Lak 16:40 Lak-Bel	262	144	118	20	55%			
14:15	Belgrave - Lakeside	262	144	118					
16:40	Lakeside - Belgrave	262	191	161	20				
0830 TEST	0830 test			144					
10:00	Belgrave - Lakeside	144	0						

- 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	Brd	Pax	# Bookings	Amnt Paid	Amnt Owing	Last Modified
Confirmed	THUY NGUYEN	1000-B-L-1225-L-B	0	2	1		99.00	11/05/2026 08:48
Confirmed	HEMING WANG	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	6	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	UGUNA YONG	1000-B-L-1225-L-B	0	5	1		330.00	26/05/2026 16:02
Confirmed	SHANNI NAIN	1000-B-L-1225-L-B	0	6	1		396.00	26/05/2026 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		988.00	06/06/2026 11:56
Confirmed	WINE HOP	1000-B-L	0	24	1		988.00	22/06/2026 10:28
Confirmed	GO WEST	1000-B-L	0	24	1		988.00	23/05/2026 11:30
Confirmed	I LOVE TRAVEL	1000-B-L	0	21	1		865.20	13/05/2026 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	02/06/2026 11:10
Confirmed	LARA NILON	1000-B-L-1225-L-B	0	2	1		132.00	26/05/2026 16:50

- Double click on booking to open

CustomLine Desktop

166118 BREE HASLAM

TEST Dylan Healey

Search

Book 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  
Routing  
Rental  
Maintenance

Non List

Bookings for CA  
Deposits 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  
Returning Fri \* 24/07/2026 11:00 0 Seat Avail  
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

Receipt Promotions Options Special Prices

Qty	Broch (pp)	BroChrg	Price (pp)
4	\$48.00	\$24.00	\$96.00
2	\$23.00	\$66.00	\$93.00
			<b>\$330.00</b>

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

Balance Owning  
Total Sales Tax - GST (10.00%)  
Total Payable ex Sales Tax (10.00%)

Origin	Pickup	Fax	Description	Value
Fri 24 Jul 2026	9:00	8	1000-B-L-1225-L-B - 10:00 Belgrave to Lakeside - 12:25 Lakeside to Belgrave [166118]	\$230.00
<b>Party Total</b>				<b>\$330.00</b>

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

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)

Send... Changes (0) Ticket to Printer

Print Edit New

King Billy v2 on PBB8350163, using Cash Drawer 1

TEST

Puffing Billy v2 - Testing and Training System

Forms | Document

## Revision #2

Created 2026-06-22 01:56:10 UTC by Dylan Healey

Updated 2026-06-22 02:02:31 UTC by Dylan Healey