

# Editing or Adding a Meal Request to an existing booking

## 1. Search for the booking and go into the booking details

Product \*

MM - 6:30pm Belgrave departure / 9:30

Departing Sat \*

22/02/2025 18:30

Returning Sat \*

22/02/2025 23:00

Party Name \*

DYLAN TESTING DIETARY

Email

dylan.healey@pbc.org.au

Mobile Phone #

0412 345 678

Phone #

Agent

Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Policy Point

Status \*

Confirmed

Channel \*

Customer Service

Source

Country / State

Australia

Postcode

Notes

Private Notes

Additional Information

Deposit Due on 16 Oct 2024

\$300.00

Travelling on

Night Train (4 Car)

Made on

09 Oct 2024 at 12:31

Made by

Dylan Healey

Modified on

09 Oct 2024 at 12:42

Modified by

Dylan Healey

Day/s to travel

136

Tax Rate

10.00%

Is a

Conventional Product

Revenue Gross

\$272.73

Revenue Net

\$272.73

Sales GL Code

00.00.1215.00

Revenue Split

1

PBB911469-136

John Smith (AD) (0)

Description

Adults Murder on Puffing Billy Express

Qty

2

Broch(pp)

\$150.00

Brochure

\$300.00

Price (pp)

\$150.0

Booking Total

\$300.00

Balance Owning

Total Sales Tax - GST (10.00%)

Total Payable ex Sales Tax (10.00%)

Names

Smith John | DMADSA | 15109882 | Puffing Billy Railway

Smith Jane | DMADSA | 15109883 | Puffing Billy Railway

Receipt

Print

Options

Special Price

Date

Pickup

Pax

Description

Valu

Sat 23 Feb 2025

2/2

MM - 6:30pm Belgrave departure / 9:30pm Nobelus Packing Shed Return Hurdle on the Puffing Billy Express [911469]

\$300.0

Party Total

\$300.0

Date/Time

Subject

From

To

Reason

Type

Method

Atch

Send

Changes (0)

Send to Printer

Edit

Save

Go

## 2. On the right of the party name go to click the party details icon (see below)

Product \*

MM - 6:30pm Belgrave departure / 9:30am

Departing Sat \*

22/02/2025 18:30

Returning Sat \*

22/02/2025 23:00

Party Name \*

DYLAN HEALEY GIEBARY

Email

dylan.healey@pbc.org.au

Mobile Phone #

0412 345 678

Phone #

Agent

Direct Booking - Australian Dollar

Sub Agent

Name / Ref

Pickup Point

Confirmed

Status \*

Confirmed

Channel \*

Customer Service

Source

Country / State

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Additional Information

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PBB911469-136

John Smith (AD) (0)

Description

Adults Murder on Puffing Billy Express

Qty

2

Broch(pp)

\$150.00

Brochure

\$300.00

Price (pp)

\$150.00

Booking Total

\$300.00

Balance Due

Total Sales Tax - GST (10.00%)

Total Payable ex Sales Tax (10.00%)

Names

Smith John | DMADSA | 15109882 | Puffing Billy Railway

Smith Jane | DMADSA | 15109883 | Puffing Billy Railway

Receipt

Promotions

Options

Special Prices

Date

Pickup

Pax

Description

Value

Sat 22 Feb 2025

2/2

MM - 6:30pm Belgrave departure / 9:30pm Nobellius Packing Shed Return Murder on the Puffing Billy Express [911469]

\$300.00

Party Total

\$300.00

Date/Time

Subject

From

To

Reason

Type

Method

Attach

Send...

Changes (0)

Send to Print

Edit

Item

Save

3. From here you can click into the Meal Request Cell and add a Meal Request or deselect an existing option.

Booking Names

Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	BS
15109882		John	Smith		DMADSA	+			Gluten Free Vegan Vegetarian	No Peas			<input checked="" type="checkbox"/>								
15109883		Jane	Smith		DMADSA	+			Vegetarian				<input type="checkbox"/>								

Copy Party Name

☐ Apply Names to all Bookings  
☐ Copy names to Booking

Apply

OK

Cancel

Card Details

Uses

Name

Puffing Billy Railway #15109882	1 Bookings	John Smith
Puffing Billy Railway #14345899	1 Bookings	John Smith John 0416006939 johnandmargsmith@yahoo.com.au
Puffing Billy Railway #14370993	0 Bookings	John Smith
Puffing Billy Railway #14371844	1 Bookings	+61 400753467 John Smith
Puffing Billy Railway #14436125	1 Bookings	John Smith

4. For this case I have removed Vegan from John and added Vegetarian

Booking Names

Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	E
15109882		John	Smith		DMADSA	+			Gluten Free Vegan Vegetarian	No Peas			<input checked="" type="checkbox"/>								
15109883		Jane	Smith		DMADSA	+			Vegetarian				<input type="checkbox"/>								

Copy Party Name

☐ Apply Names to all Bookings  
☐ Copy names to Booking

Apply

OK

Cancel

Card Details

Uses

Name

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5. You can then select **OK** and you have edited the Meal Request details.

Revision #2

Created 9 October 2024 01:44:37 by Dylan Healey

