

Editing or Adding a Meal Request to an existing booking

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

The screenshot displays a travel booking system interface. On the left, there is a sidebar with various fields for booking details, including Product, Departing/Returning dates, Party Name, Email, Mobile Phone, Agent, Sub Agent, Name/Ref, Pickup Point, Status, Channel, Source, Country/State, Notes, Private Notes, and Additional Information. The main area shows the booking details for a train journey. The product is 'MH - 6:30pm Belgrave departure / 9:30am' with a description 'Adults Murder on Puffing Billy Express'. The departure is on 22/02/2025 at 18:00, and the return is on 23/02/2025 at 23:00. The party name is 'DYLAN TESTING OETARY'. The booking total is \$300.00. The balance owing is \$300.00. The names listed are Smith John | DMADSA | 15109882 | Puffing Billy Railway and Smith Jane | DMADSA | 15109883 | Puffing Billy Railway. The additional information section shows a deposit due on 16 Oct 2024 for \$300.00. The party total is \$300.00. The bottom of the screen has buttons for 'Send...', 'Changes (0)', 'Tickets to Print', 'Edit', 'Save', and 'Close'.

Product *	MH - 6:30pm Belgrave departure / 9:30am	Description	Qty	Broch(pp)	Brochure	Price (pp)
Departing Sat *	22/02/2025 18:00	Adults Murder on Puffing Billy Express	2	\$150.00	\$300.00	\$150.00
Returning Sat *	23/02/2025 23:00					
Party Name *	DYLAN TESTING OETARY	Booking Total			\$300.00	
Email	dylan.healey@pbc.org.au	Balance Owing				
Mobile Phone #	0412 345 678	Total Sales Tax - GST (10.00%)				
Agent	Direct Booking - Australian Dollar	Total Payable ex Sales Tax (10.00%)				
Sub Agent						
Name / Ref		Names				
Pickup Point		Smith John DMADSA 15109882 Puffing Billy Railway				
Status *	Confirmed	Smith Jane DMADSA 15109883 Puffing Billy Railway				
Channel **	Customer Service (ca)					
Source						
Country / State	Australia					
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					
Days 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					
PBB011469-136	John Smith (AD) (0)					

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

Product * MM - 6:30pm Belgrave departure / 9:30 ... Description Adults Murder on Puffing Billy Express Qty 2 Broch(pp) \$150.00 Brochure \$300.00 Price (pp) \$150.00

Departing Sat * 22/02/2025 18:30 78 Seats Available Booking Total \$300.00

Returning Sat * 22/02/2025 23:00

Party Name * DYLAN YESTING OJEBARY Balance Owing

Email dylan.healey@pbc.org.au Total Sales Tax - GST (10.00%)

Mobile Phone # 0423 245 678 Phone # Total Payable ex Sales Tax (10.00%)

Agent Direct Booking - Australian Dollar

Sub Agent

Name / Ref Names
Smith John | DMADSA | 15109882 | Puffing Billy Railway
Smith Jane | DMADSA | 15109883 | Puffing Billy Railway

Pickup Point Confirmed

Status * Confirmed

Channel * Customer Service Party Ref 1594423

Source Booking Ref 911469

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

Days 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)

Receipt Promotions Options Special Prices

Date Pickup Pax Description Value

Sat 22 Feb 2025 2/2 MM - 6:30pm Belgrave departure / 9:30pm Nobelius Packing Shed Return Murder on the Puffing Billy Express [911469] \$300.00

Party Total \$300.00

Date/Time Subject From To Reason Type Method Atch

Send... Changes (0) Ticket to Print Edit Item

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)	ES	
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

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)	ES	
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

Card Details	Uses	Name

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

