

# 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, and Private Notes. The main area shows the booking details for 'Adults Murder on Puffing Billy Express'. It includes a 'Booking Total' table with columns for Qty, Broch(pp), Brochure, and Price (pp). Below this, there is a 'Balance Owing' section with 'Total Sales Tax - GST (10.00%)' and 'Total Payable ex Sales Tax (10.00%)'. A 'Names' section lists 'Smith John | DMADSA | 15109882 | Puffing Billy Railway' and 'Smith Jane | DMADSA | 15109883 | Puffing Billy Railway'. At the bottom, there is an 'Additional Information' section with fields like 'Deposit Due on 16 Oct 2024', 'Travelling on', 'Made on', 'Made by', 'Modified on', 'Modified by', 'Days to travel', 'Tax Rate', 'Is a', 'Revenue Gross', 'Revenue Net', 'Sales GL Code', 'Revenue Split', and 'PB8911469-136'. A table at the bottom right shows the 'Party Total' with columns for Date, Pickup, Pax, Description, and Value. The table contains one row: 'Sat 22 Feb 2025', '2/2', 'MH - 6:30pm Belgrave departure / 9:30pm Nobellius Packing Shed Return Murder on the Puffing Billy Express (931469)', and '\$3000.00'. At the bottom of the interface, there are buttons for 'Print...', 'Changes (0)', 'Tickets to Print', 'Edit', 'Save', and 'Close'.

## 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 \* 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.

Updated 2024-10-09 13:00:32 UTC by Dylan Healey