

Enhanced Group Tools



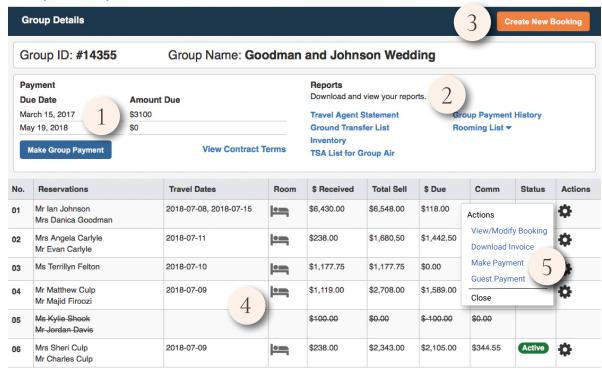
Book a Trip Classic Assist

My Bookings

Groups **Custom Proposals**

My Groups

Classic Assist / Groups / My Groups





Download Dynamic Reports on Demand • Contract Information

- Inventory Report
- Group Statement (accounting information for entire group)
- Group Payment History
- Transfer & Rooming List spreadsheets

Book Individual Rooms

- · Auto confirmed if within contracted block
- Creates request outside of contracted block
- Add air (Published or Contracted Group Air)
- · Add Transfers, Insurance, Group Excursion, Special Requests

Individual Bookings and Booking Information Listed

• Use your group number & three-digit room number to pull individual reservations into ClientBase or VacationCRM

Click on the Gear

- View/Modify allows you to view individual reservation, add air, add transfers, add Insurance, & add Service Fee
- Download Invoice This sends your individual customer statement to your email to edit before sending
- Post payments for your customers through a secure process
- Guest Payment allows you to send a payment link to your customer to post their own payments