How to Duplicate a Reservation

SUMMARY

Once a reservation has been created and saved, the reservation can be duplicated. The ability to duplicate a reservation is a great time saver when making several similar reservations, airport runs, wedding runs, tours and conferences to name a few. A reservation can be duplicated with the routing "as is" or the routing can be "flipped" for return runs. The duplicated reservation can also be "linked" to the original reservation.

HOW TO DUPLICATE A RESERVATION

1. Once a reservation has been created and saved, the reservation can then be duplicated. To **Duplicate** a reservation, the user will need to first find the reservation. To **Find** a reservation, click on **Reservation** on the upper menu or side icon toolbar, click on **Reservation** and then click on **Find**. Fields are available to enter the last **Name, Reservation Number** or the **Phone Number**. If the last name or phone number is entered, the program will bring up all the reservation for that name or phone number. To scroll through the reservations, click on the < > arrows at the bottom of the reservation screen.

2. Click on **Utility** on the form's upper menu and select **Duplicate Res** from the drop-down list. A Duplicate Reservation form will open.

3. If the duplicated reservation is to be linked to the original reservation leave the check mark in the **Connected Reservation** box. When the duplicated reservation form is created a check mark will automatically appear in the **Linked** box and the reservation number for the original reservation will appear in the **Res #** box. The user will have to edit the original reservation and place the duplicated reservation number in the Res # box. If the duplicated reservation is **not** linked to the original reservation, click on the **Connected Reservation** box to remove the check mark.

4. If the duplicated reservation's routing is the reverse of the original reservation, as in the case of a return run, leave the check mark in the **Flip Routing** box. If the duplicated reservation's routing is different than the original reservation's routing, click on the **Flip Routing** box to remove the check mark.

5. Click on **Proceed**.

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