



Checkfront Front Desk Training Checklist



Take Bookings



TAKE BOOKINGS

Create a new booking

- ☒ Click day on Calendar
- ☒ Select New Booking
- ☒ Choose Tour
- ☒ Enter booking information in pop-up
- ☒ Apply Promo
- ☒ Hit Continue
- ☒ Add other items
- ☒ Fill in form
- ☒ Hit Continue
- ☒ Click Pay Method
- ☒ Enter payment
- ☒ Check send
- ☒ Hit Proceed
- ☒ Select Collection
- ☒ Add a Guest
- ☒ Enter guest
- ☒ Hit Submit



MANAGE BOOKINGS

Add a new item

- ☒ Search for guest
- ☒ On Invoice, select Edit
- ☒ Choose Add Item
- ☒ Find item with Category and item drop-down
- ☒ Hit Save

Cancel booking

- ☒ Find booking day in Calendar
- ☒ Click on paper icon
- ☒ Select the correct booking name
- ☒ Hit Cancelled button on Invoice drop-down

Issue a refund

- ☒ On Booking Invoice, select Transactions
- ☒ Click on Refund
- ☒ Choose payment method
- ☒ Select send email notification
- ☒ Hit Refund



Front Desk Training Manual For Medical Practices

Jin-Ying Zhang



Front Desk Training Manual For Medical Practices:

Front Desk Training Manual For Medical Practices Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Front Desk Training Manual For Medical Practices**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://staging.conocer.cide.edu/book/uploaded-files/Documents/ford%20rs20mk5%20engine%20wiring%20diagram.pdf>

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