



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 Now
- ☒ 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

SB Merriam



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