


Travel Agent - How to Add Notes To a Group Reservation

Step 1

Let us begin on the **Review Group** screen. On the top right-hand side of the screen click the **Ellipsis**  symbol.




Step 2

The Group menu will open. Click the **Group Comments** tab.



Step 3

This will open the Groups Comments menu. Click the **Subject Drop-Down Arrow**  symbol.



Step 4

We will now see all the Subjects listed. Click the **Subject** from the drop-down list that is associated with your comment. Then add your comment under the **No Comments** field. Then click the **Add Comments** button.

The screenshot shows a 'Subject' dropdown menu with various options. The 'PRICING' option is highlighted. To the right, the 'Group Comments' section is visible, showing 'No comments' and a text input field with the text 'Reservation # 10000185 has been added on a Special Rate.' The 'Add Comment' button is highlighted.

Step 5

This will add your Comment along with the following.

Date – The date comment was added.

Subject – The Subject Name.

Text – The text comment.

User ID – User adding the text.

Click the **Save & Close** button to complete adding a comment.

The screenshot shows the 'Group Comments' section with a table of comments. The first comment is highlighted, showing the date, subject, text, and user. The 'Save & Close' button is highlighted.

Date	Subject	Text	User
12/5/22, 7:53 AM	PRICING	Reservation # 10000185 has been added on a Special Rate.	AZ_JOHNC

Step 6

Note: We can delete the comment by clicking the **Trash Can** symbol. Then clicking the **Save & Close** button.

The screenshot shows the 'Group Comments' section with the same comment as in Step 5. A trash can icon is visible next to the comment, indicating it can be deleted. The 'Save & Close' button is highlighted.