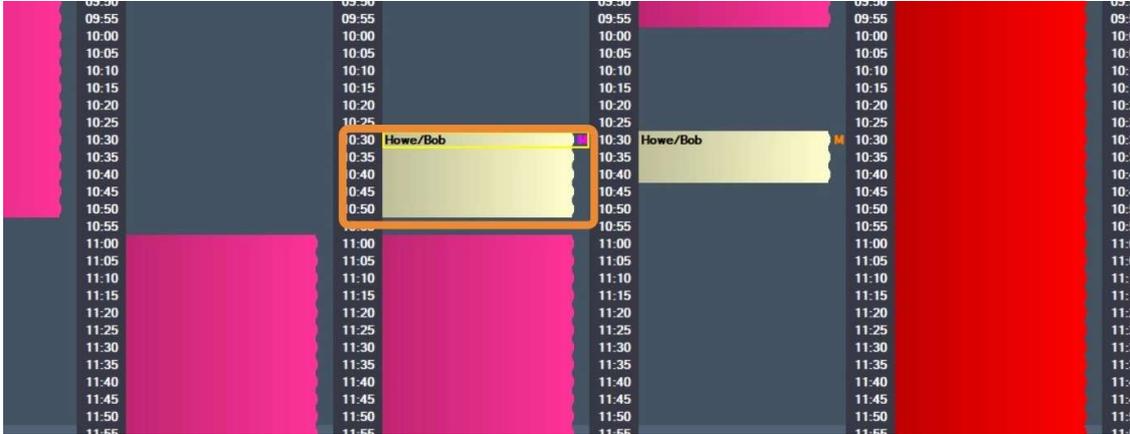
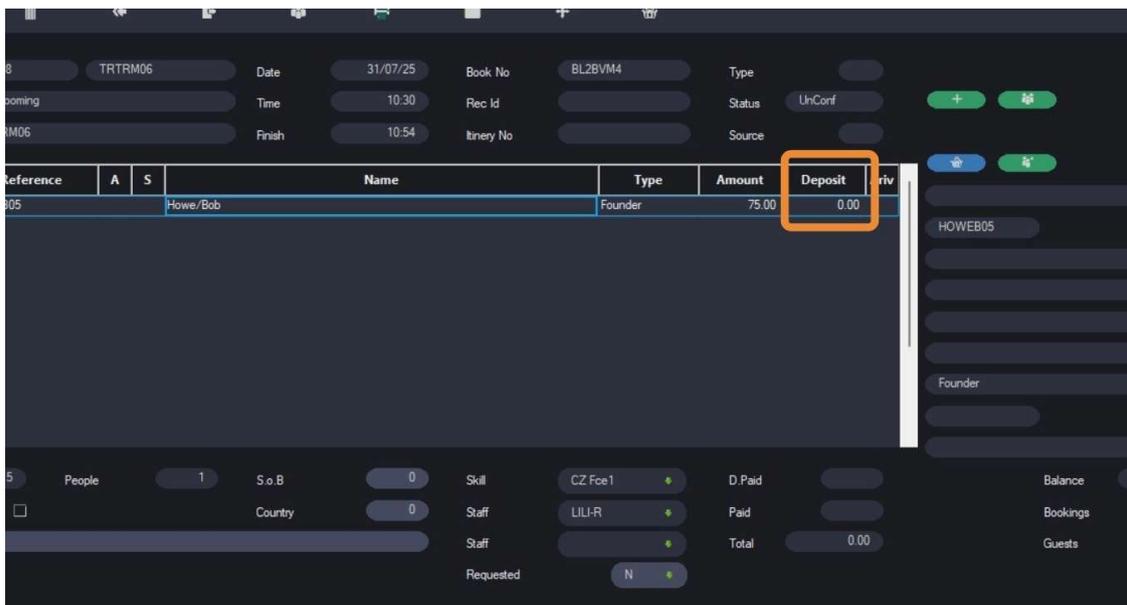


3. This will show all bookings. Double click on the booking that you wish to pay a deposits against.



4. Now in the booking file, select the deposit field.



5. Enter the value of the deposit.

The screenshot shows a booking form with the following details:

- Activity: BTY08, TRTRM06
- Date: 31/07/25
- Book No: BL2BVM4
- Type: UnConf
- Description: Lip Blooming
- Time: 10:30
- Rec Id: [empty]
- Status: UnConf
- Location: TRTRM06
- Finish: 10:54
- Itinerary No: [empty]
- Source: [empty]

Reference	A	S	Name	Type	Amount	Deposit	Activ
HOWEB05			Howe/Bob	Founder	75.00	75.00	

Additional form fields include:

- People: 5
- S.o.B: 1
- Skill: CZ Fce1
- D.Paid: [empty]
- Country: [empty]
- Staff: LIL-R
- Requested: N
- Total: 0.00

6. Once you've entered that amount, you will then press the exit button.

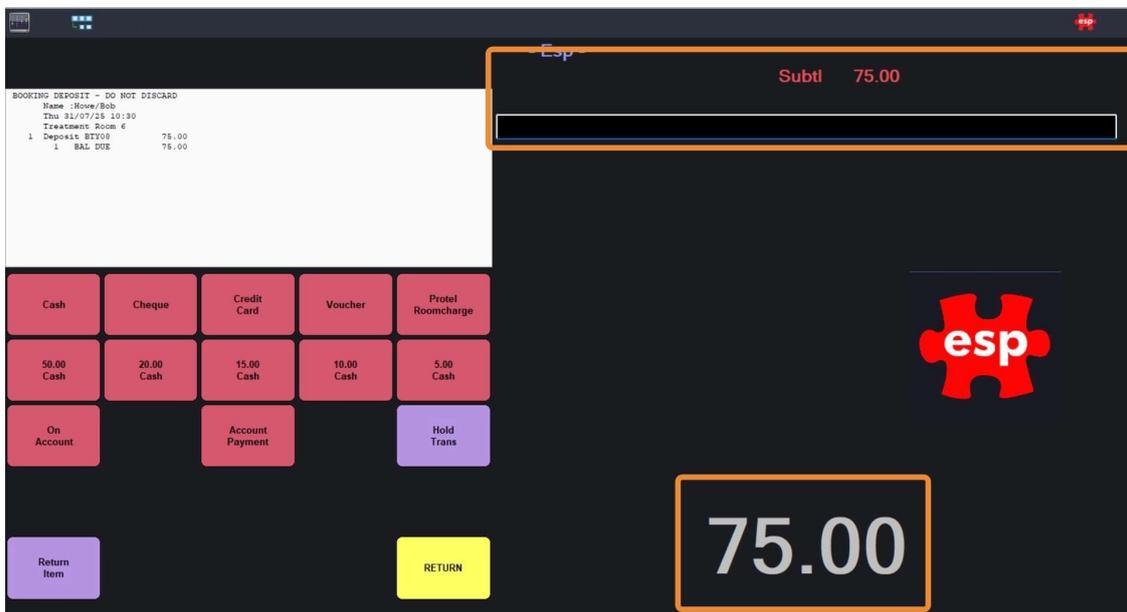
The screenshot shows the same booking form as above, but with a dialog box overlaid on top. The dialog box contains a red 'X' icon and the text 'F2 - Exit'. The dialog box is highlighted with an orange box.

The background form details are the same as in the previous screenshot.

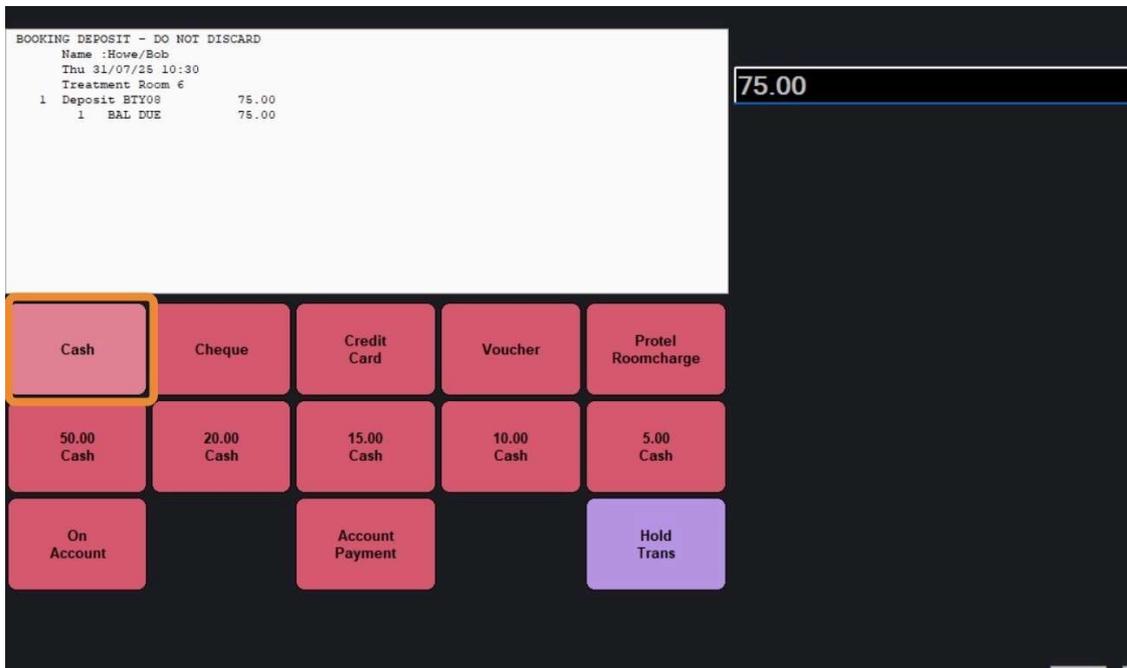
7. Then you will press the payments button.



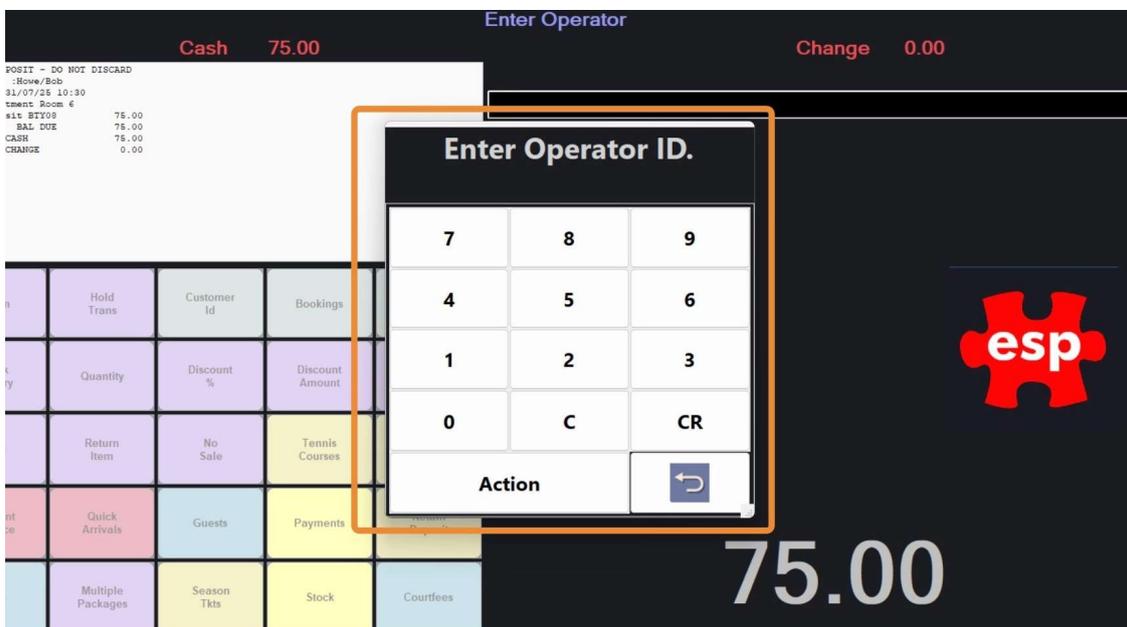
8. Now you will need to tender the amount requested.



9. Then select the payment method provided.



10. This will then take you back to the enter operator id screen. Then you'll be able to log back in and continue with another transaction.



11. Press [[L Win]]