

# One-Step Checkout

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## Overview

This new feature, created for the **XXXX** application only, allows agents to completely check out a guest in one step. The guest record must meet certain criteria to be eligible for **One-Step Checkout**, which is described in detail in the **How to Use** section on page 2. The outstanding benefit of this feature is in its efficiency to complete the whole procedure using either specified keystrokes on the keyboard or clicking with the mouse.

The most effective use of this feature is with the **Bank** interface installed. However, if the **Bank** interface is *not* installed it is very important to establish credit card authorization procedures beforehand. Full credit card authorization should be collected from the hotel's bank system before the agent begins the **One-Step Checkout**. In addition, the guest balance should be settled directly in the hotel's bank system.

If you do not want to use this new feature at your property, please call Galaxy Customer Support to turn it off.

## Affected Areas

The following window was added to XXXX to accommodate this new feature:

- **One-Step Check-Out** window (see page 2)

# How to Use

Detailed Instructions

## Check Guest Out in One Step

A guest must meet the following criteria to be considered for **One-Step Checkout**: a credit card must be on file in the **Type of Payment** field of the **Settlement Information** window, there cannot be a credit balance on any of the guest's folios A, B or D-K, and finally an AR account cannot exist in the **AR Account #** field in the **Settlement Information** window. If the guest meets these criteria the system will automatically prompt with the **One-Step Check-Out** dialogue.

### Step 1. Select guest to check out

**Keystroke:** Enter room number or guest name

Or

Search for the guest by name or room number in the **Name** or **Room** field in the **House List** section of the **Home** page.

### Step 2. Select Checkout

**Keystroke:** [ALT] o

Or

Click on the **Checkout** button. The **One-Step Check-Out** dialogue window displays.

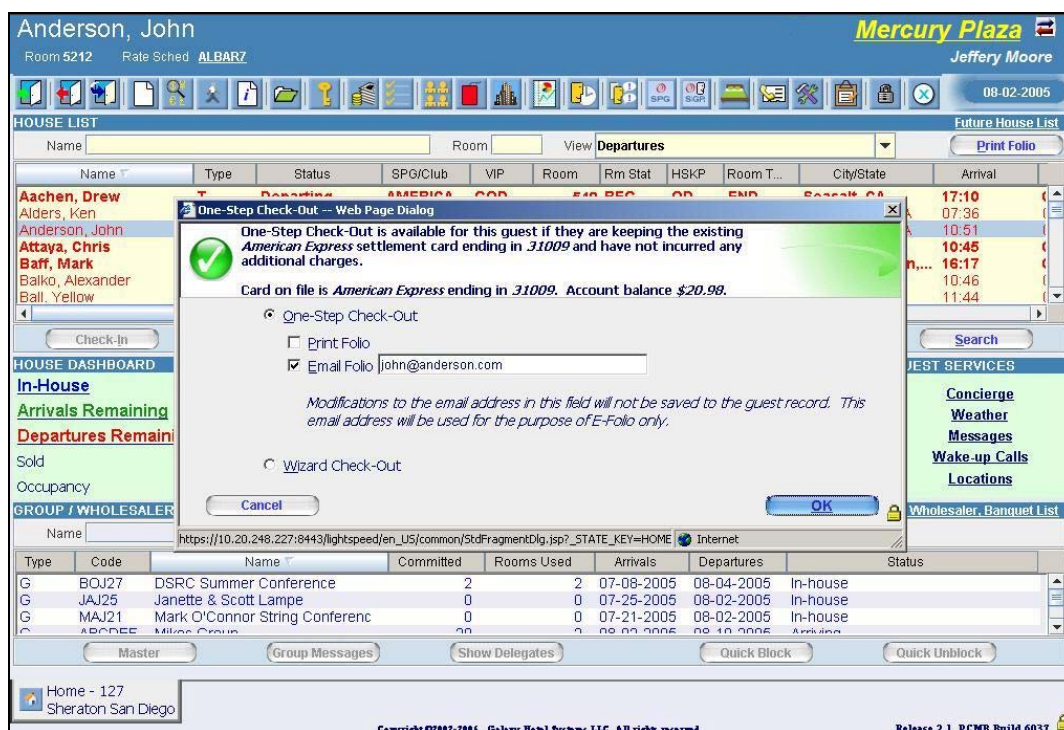


Fig. 2: One-Step Check-Out Window

### Step 3. Select to print or Email folio

- Activate or de-activate the ability to print the folio on a folio form,

**Keystroke:** [ALT] P

Or

Click on the **Print Folio** checkbox.

- Activate or de-activate the ability to Email the folio,

**Keystroke:** [ALT] E

Or

Click on the **Email Folio** checkbox.

*Note: If an Email address already exists on the guest record it will display next to the **Email Folio** field. If there is no Email address or if the guest wants to use a different address for this folio, enter the desired address. The address entered here is used one time only and is not saved to the guest's record.*

### Step 4. Complete Checkout

**Keystroke:** [ENTER]

Or

Click on **OK**.

### Alternate Step Do not use One-Step Checkout

**Keystroke:** [ALT] W

Or

Click on the **Wizard Check-Out** checkbox to continue checking the guest out via the **Checkout Wizard**.