

Accommodation Booking:

The screenshot shows a software window titled "145 Mr Luis G Agudelo, M, 30, COL, 17-Jan-98 - 14-Feb-98 - Accommodation Finance (222)". The interface is divided into several sections:

- FINANCE (Top):** Contains fields for "From Date" (Sat 17 Jan 1998), "To Date" (Sat 14 Feb 1998), "Price Item (GBP)" (Home Stay Single - B&B + Evening Meal), "Weeks" (4), "Nights" (0), "Code" (HSS), "Status" (Active), and "Invoice Student" (unchecked) and "Agent" (checked).
- Private Notes:** A text box containing "Would like to stay near Peter Samini. Does not want to stay with HF Mrs Daniels."
- Special Requests:** A list box containing "Gluten Free diet".
- Include Preferences:** A list box containing "*Student non smoking", "Children none", and "Pets none".
- Exclude Preferences:** An empty list box.
- MATCHING (Right):** A section with a red header containing options like "With Sex" (All), "Include Conflicts" (unchecked), "Inc. Language", "Exc. Language" (Spanish), and "Search Name" (Smith).
- Table (Bottom):** A table with columns: From Date, To Date, Accommodation, Status, Room Name, Paid Up To, Paid V. It contains one row: 17-Jan-98, 14-Feb-98, ZPAY- payment re, Mrs J Thatcher, Booked, Single 1, 14-Feb-98.
- BOOKING (Bottom):** A section with a "Booking Note for Family Letter" (View Only) containing "Further to our telephone conversation I confirm you are able to provide a gluten free diet."

Callouts in the image provide additional context:

- "Merge information for letter to family" points to the Special Requests field.
- "Matching options" points to the MATCHING section.
- "Allows multiple families – if student moves" points to the Search Name field.

Accommodation requirements are added (top of the screen – **FINANCE**) and the price determined for invoicing.

The centre of the screen shows specific requests or preferences made by the student, pets, smoking, allergies etc. The preferences are also held against families and can be used in the “Match” process to find a family meeting the requirements.

The bottom of the screen (**BOOKING**) shows the bookings with the family, room, dates, etc. Note: there may be several bookings if the student moves accommodation.

Host family payments routine will handle students moving accommodation, automatically.