

#### Rapid Reservation Template Instructions:

1. Open document from email
2. Save it to your DESKTOP
3. Open the file from DESKTOP
4. Enable Macros!
  - a. If a Windows Message pop-ups stating that the Macros in the workbook are disabled, please follow the following steps to enable the Macros. If now Skip to Step 5!
    - i. To Enable your Macros, Click OK on the Pop-Up window
    - ii. On the Tool Bar, go to Tools
    - iii. Next go to Macros
    - iv. Next go to Security
    - v. Your Security Level should be on Medium.
    - vi. Then Close the Excel Document.
    - vii. When you re-open the Document, you MUST ENABLE the Macros!
5. In the bottom left corner there are two tabs, Hotel and Client
6. Click on the Client Tab ***(THIS STEP IS MOST IMPORTANT) Make sure to scroll over to the right for more options once on this tab.***
7. Fill in the top left corner with your Company information
8. Fill in each line with your attendees
  - a. Fill out each line, including CC # (If known)
  - b. Under Number Rooms, If the guest has more than 1 room than the quantity of rooms should be put in this column,
  - c. Under the column of Smoke/No Smoke and Billing Code these columns are Pre-filled, therefore you must select the one of the selections that are already there.
  - d. If a guest has a Hilton Honors Number please put that in the Hotel Comments line.
9. Open new email and attach file from DESKTOP
10. Send to hotel