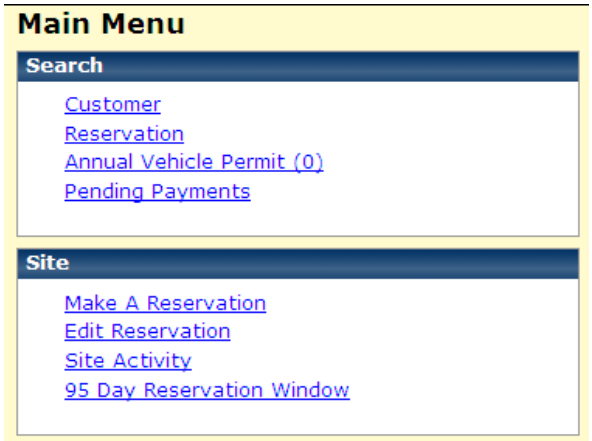
Making a Basic Reservation in OMS – How To

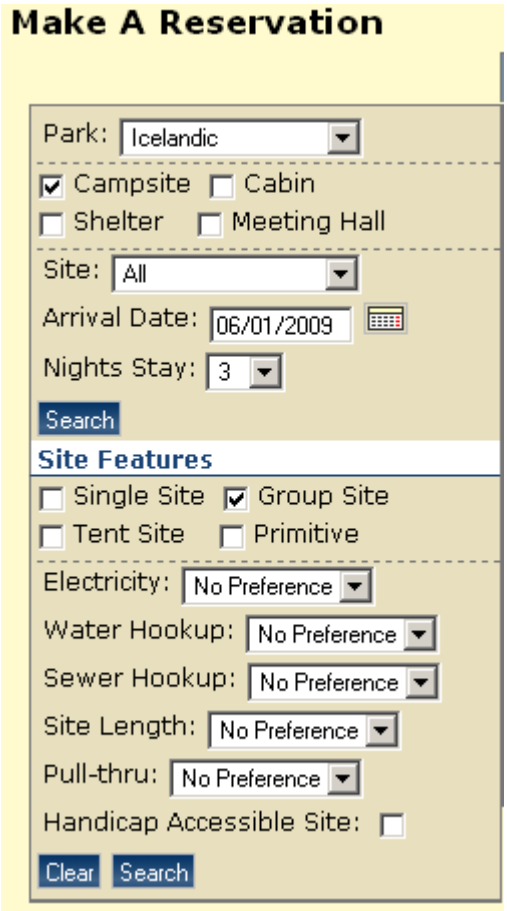
Same Day Reservations

Making a Reservation

1) Click on the 'Make A Reservation' link:



2) **Search for the site and date** you want to reserve (in this case a group campsite at ISP) :



3) The search will return the sites that match the entered criteria. You can view them in 3 different formats.

a. **List View**

»All Parks »Icelandic

Reservable Sites for 06/01/2009,3 nights

Site	Type	Electric	Water	Sewer	Length	Pad	♿	Action
North Loop								
118	Group	50,30,20 Amp	Yes	No	130 feet	Pull-thru		View Site
146	Group	50,30,20 Amp	Yes	No	95 feet	Pull-thru		View Site
147	Group	50,30,20 Amp	Yes	No	95 feet	Pull-thru		View Site

First Come, First Serve Sites for 06/01/2009,3 nights

Site	Type	Electric	Water	Sewer	Length	Pad	♿	Action
North Loop								
120	Group	50,30,20 Amp	Yes	No	110 feet	Pull-thru		View Site
131	Group	50,30,20 Amp	Yes	No	110 feet	Pull-thru		View Site
West Loop								
4	Group	50,30,20 Amp	Yes	No	120 feet	Pull-thru		View Site
40	Group	50,30,20 Amp	Yes	No	100 feet	Pull-thru		View Site

b. Calendar View

»All Parks »Icelandic

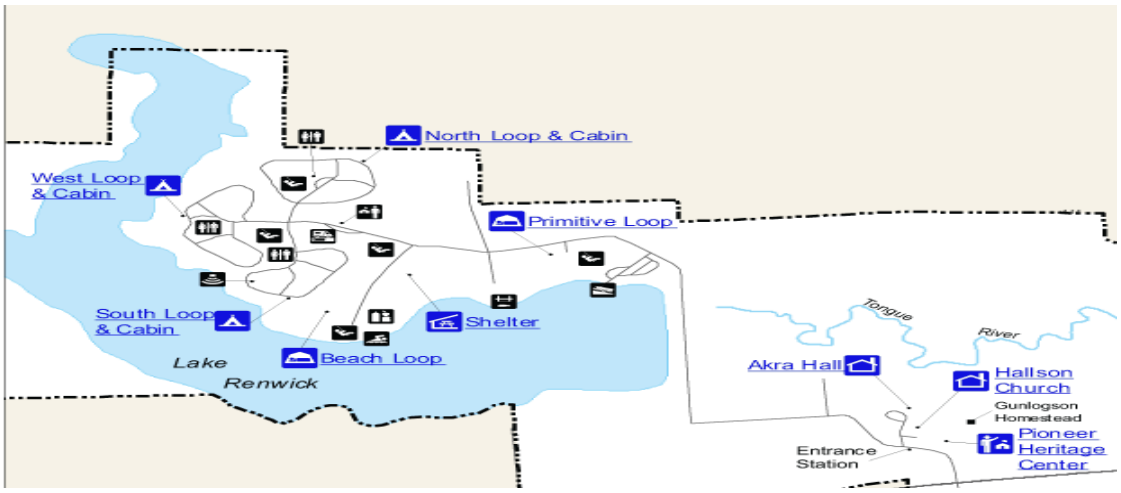
< Previous 2 weeks **June 2009** Next 2 Weeks>

(A=Available, x=Unavailable, f=First Come, First Serve)

Site	Elec.	Water	1	2	3	4	5	6	7	8	9	10	11	12	13	14
North Loop																
118	50,30,20 Amp	Yes	A	A	A	A	A	A	A	A	A	A	A	A	A	A
120	50,30,20 Amp	Yes	First Come, First Serve													
131	50,30,20 Amp	Yes	First Come, First Serve													
146	50,30,20 Amp	Yes	A	A	A	A	A	A	A	A	A	A	A	A	A	A
147	50,30,20 Amp	Yes	A	A	A	A	A	A	A	A	A	A	A	A	A	A
West Loop																
4	50,30,20 Amp	Yes	First Come, First Serve													
40	50,30,20 Amp	Yes	First Come, First Serve													

< Previous 2 weeks **June 2009** Next 2 Weeks>

Map View (which will show all sites regardless of the criteria you searched for)



4) **Select the site you want to reserve** by clicking on the 'View Site' link for that site (In List View).

»All Parks »Icelandic

Reservable Sites for 06/01/2009,3 nights

Site	Type	Electric	Water	Sewer	Length	Pad	♿	Action
North Loop								
118	Group	50,30,20 Amp	Yes	No	130 feet	Pull-thru		View Site

5) If the site is available and reservable for the dates you want, it will have a '**Reserve Now' button**. Click on this.

»All Parks »Icelandic »North Loop »118

Campsite 118 is Available on 06/01/2009 for 3 nights

Reserve Now

Site Feature	Description
Campsite	118 Activity
Availability	**Available**
Type	Reservable
Cost	$15.00 Per Unit/Per Night + $12.00 Reservation Fee
Electricity	50,30,20 Amp
Distance to Electricity Hookup	15 feet
Water Hookup	Yes
Site Type	Group
Distance to Water	20 feet
Water in Campground	Yes
Sewer Hookup	No
Pad Type	Pull-thru
Pad Length	130 feet
Pad Width	11 feet
Shaded	Shaded
Terrain	Level
Minimum Nights Required	1
Minimum Units Required	2

This will take you to the '**Customer Search'** page. If your customer is already in the system, you can default their information into the reservation by clicking on their name. If they are not already in the system, you will need to add them by clicking on the '**New Customer' button** and entering their information.

Make Reservation - Customer Search

Search Criteria

Last Name: o'test
First Name:
Organization:
Zip Code:
Order No:
Reservation No:
Year: 2008

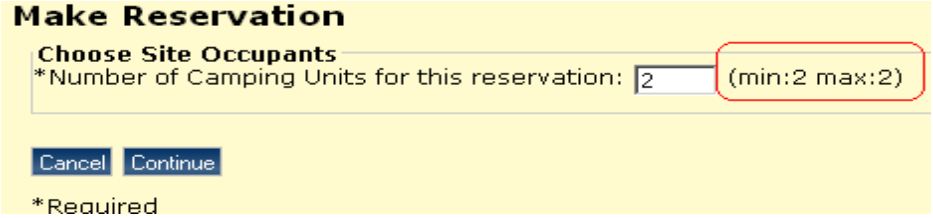
Clear Search

Search Results

Name	Address	Zip Code	Last Activity
O'Test, Test	1600 E. Century Ave. Suite 3, Bismarck, ND	58503	12/04/2008

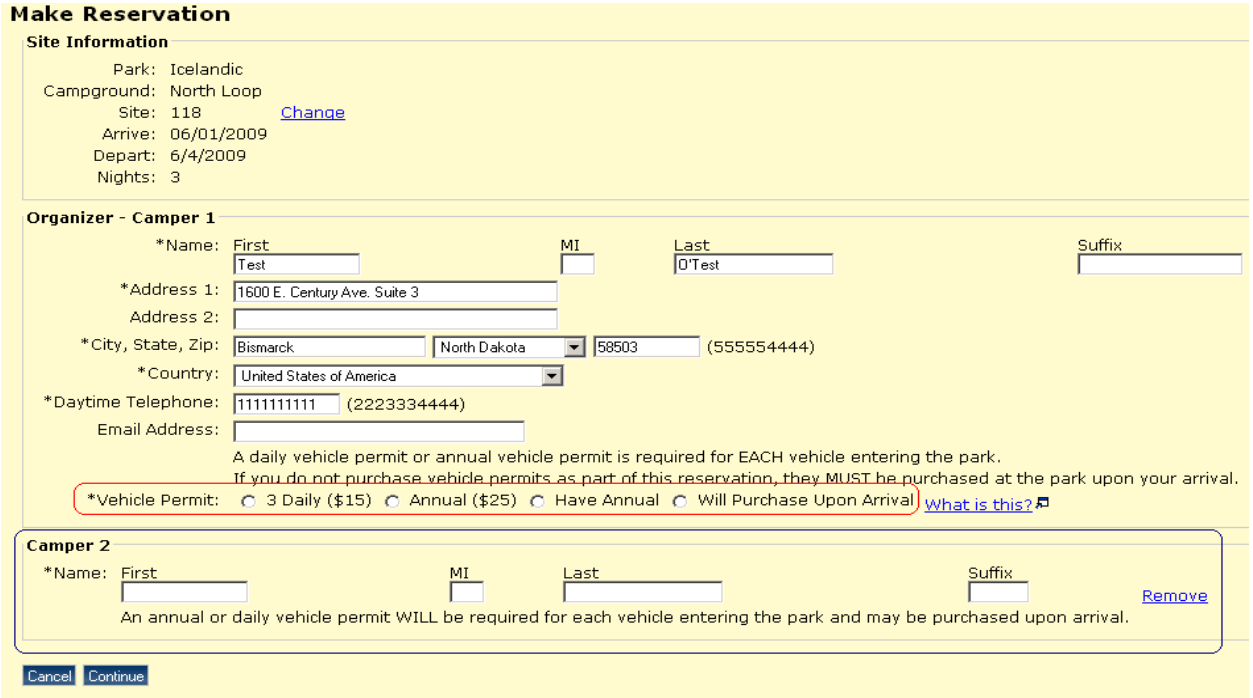
Cancel New Customer

If this is a group site, when you click on the customer's name you will be taken to the following page where you will need to enter the number of campers. The minimum and maximum numbers for a group site will be listed here:

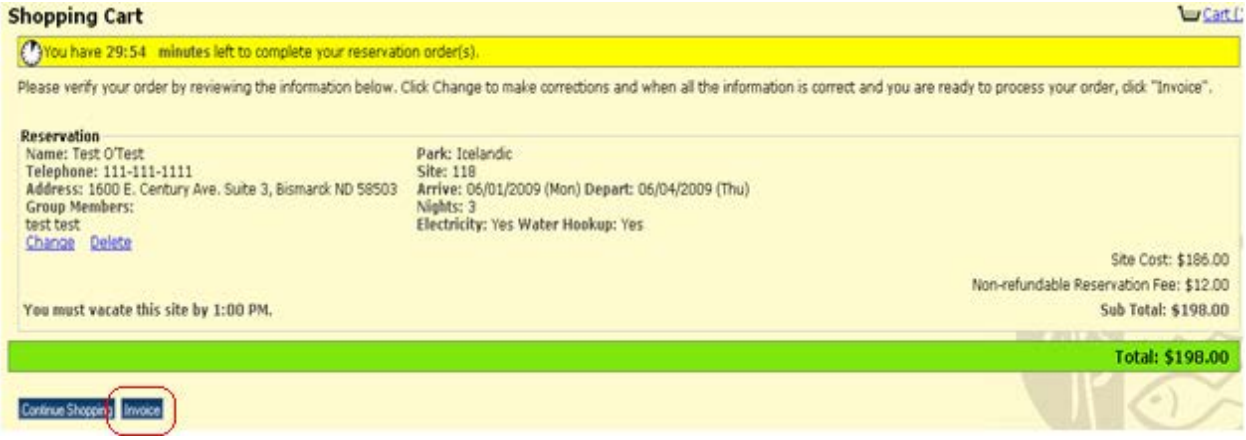


Confirm the name and address information. Select the appropriate 'Vehicle Permit' choice. Click 'Continue'.

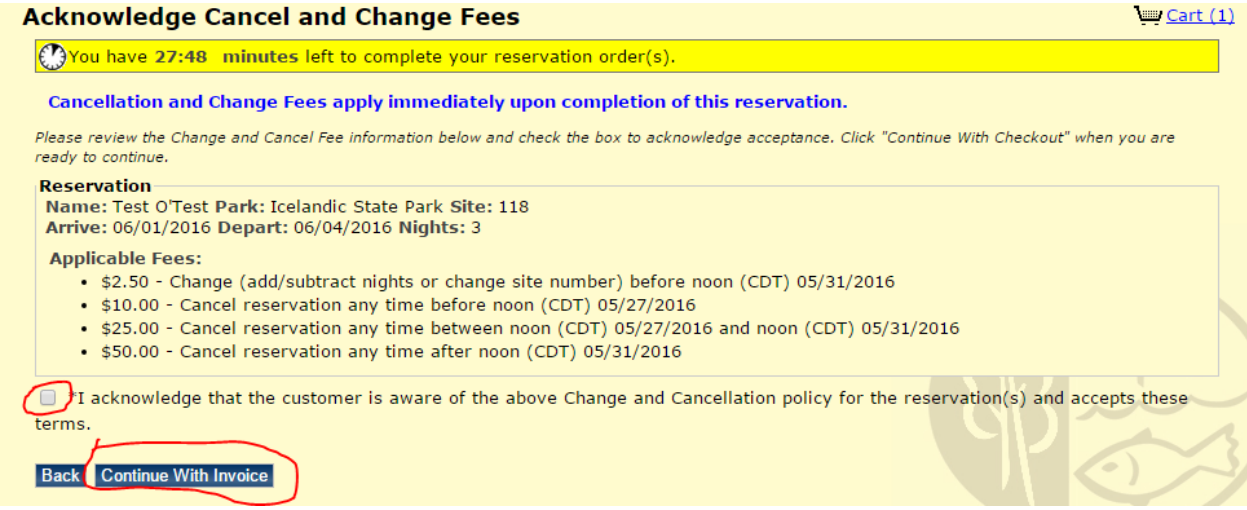
If this is a group site, enter the names of the additional campers.



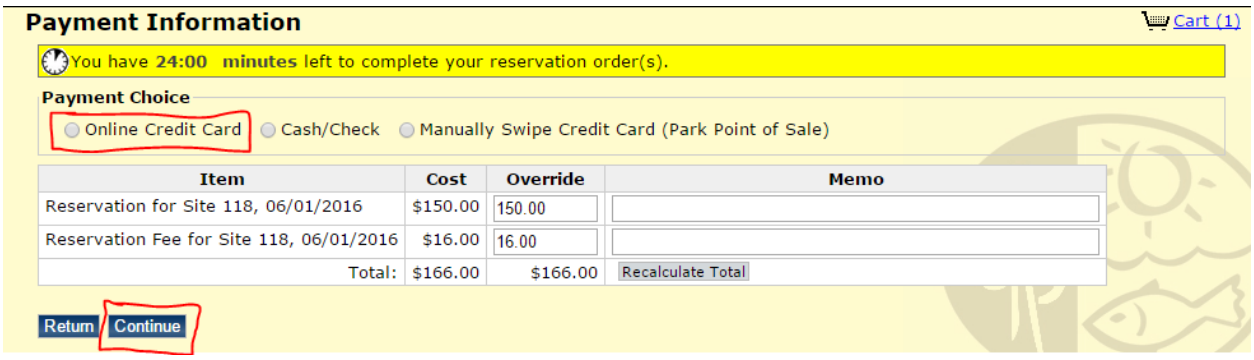
Verify the order information then click on 'Invoice'.



Verify that the customer acknowledges the applicable fees. Click continue with invoice.

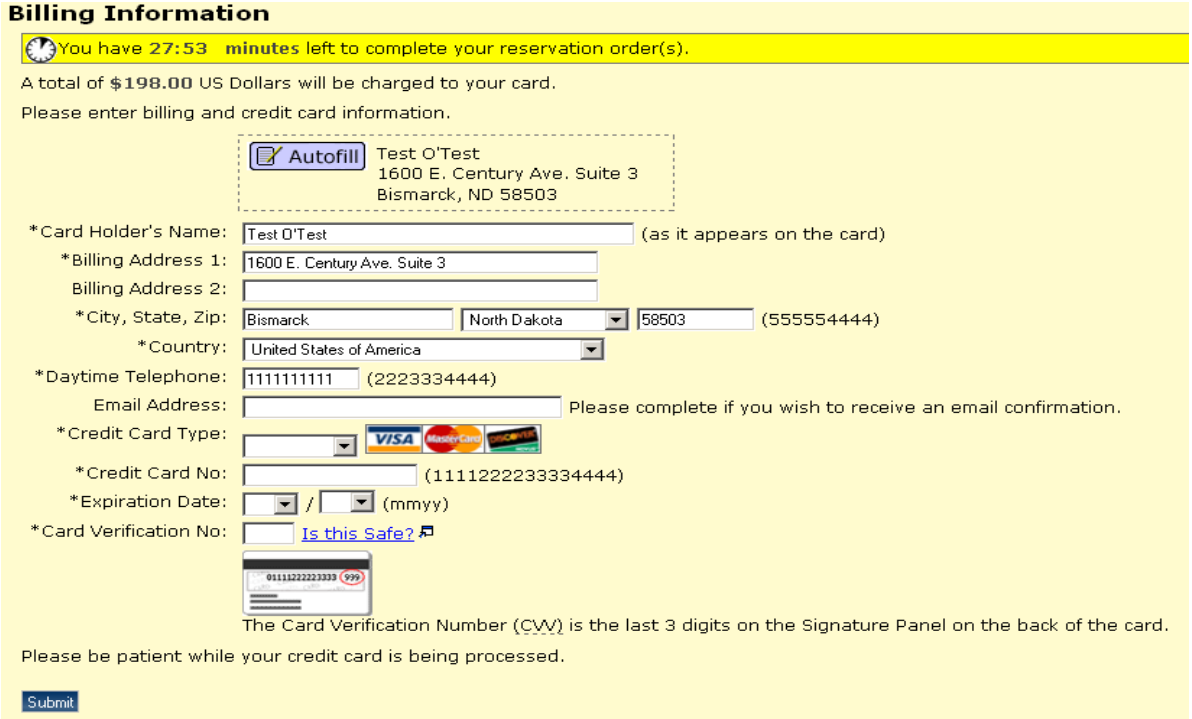


Clicking on 'Invoice' takes you to the 'Payment Information' screen. Confirm the information, select a payment type (generally 'Online' with a credit card) and click on 'Continue':

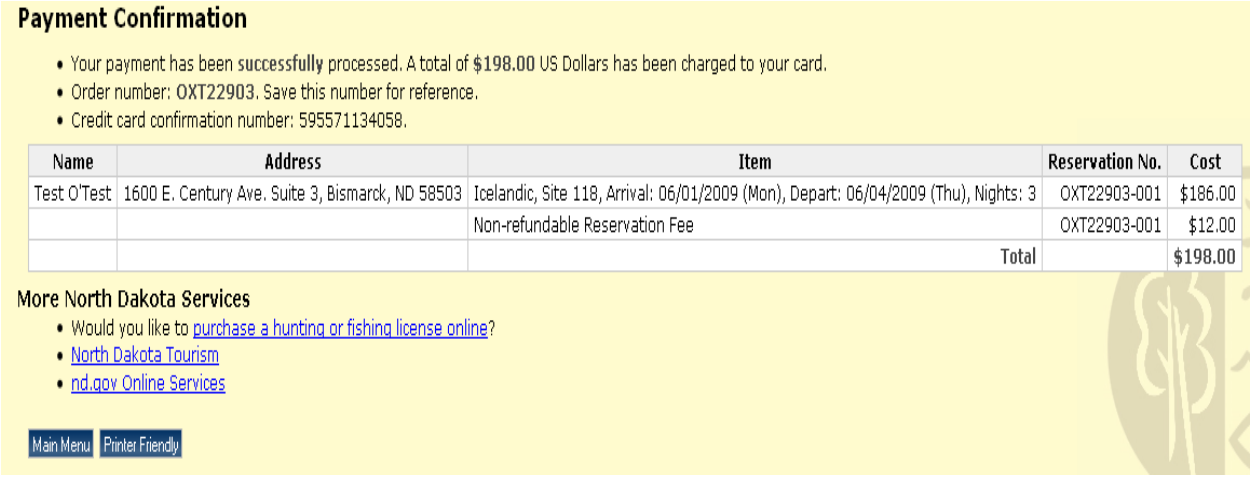


If you selected 'Online' as the payment type, you can now put in the customer's credit card information. If this info is the same as the customer's info on the reservation, you can use the 'Autofill' button to default the name and address into the form. Once finished click on 'Submit'.

For testing use Visa 4111111111111111, a future expiration date, and card verification no. 111



If the credit card is okayed, you will be taken to the Payment Confirmation page. You can click on the 'Printer Friendly' button to get a form you can print for the customer if needed.



Payment Confirmation

- Your payment has been successfully processed. A total of $198.00 US Dollars has been charged to your card.
- Order number: OXT22903. Save this number for reference.
- Credit card confirmation number: 595571134058.

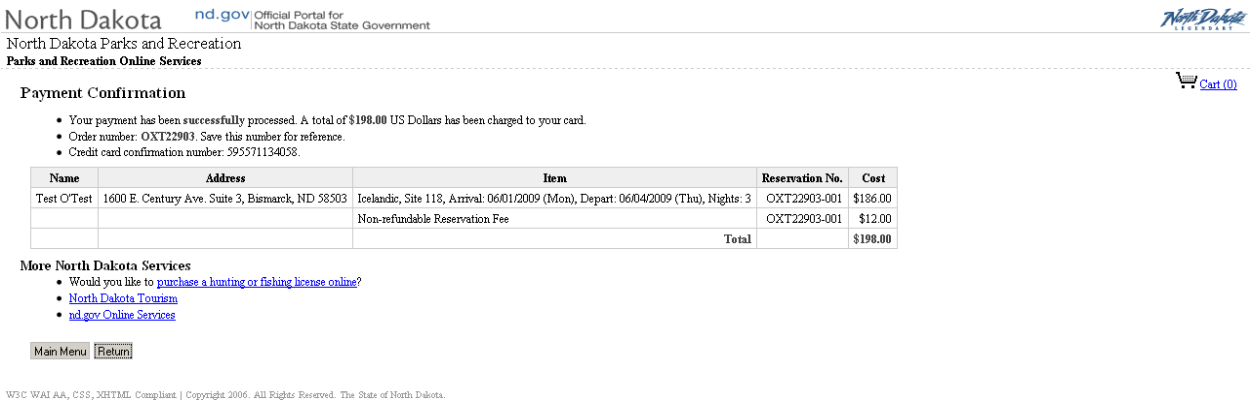
Name	Address	Item	Reservation No.	Cost
Test O'Test	1600 E. Century Ave. Suite 3, Bismarck, ND 58503	Icelandic, Site 118, Arrival: 06/01/2009 (Mon), Depart: 06/04/2009 (Thu), Nights: 3	OXT22903-001	$186.00
		Non-refundable Reservation Fee	OXT22903-001	$12.00
		Total		$198.00

More North Dakota Services

- Would you like to purchase a hunting or fishing license online?
- North Dakota Tourism
- nd.gov Online Services

Main Menu Printer Friendly

Printer Friendly Version looks like this:



North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Parks and Recreation

Parks and Recreation Online Services

Cart (0)

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		Non-refundable Reservation Fee	OXT22903-001	$12.00
		Total		**$198.00**

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Main Menu Return

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Same Day Reservations:

1. We will promote that same day reservations are available in ALL state parks from 9am-9pm. We realize some parks may take calls earlier (i.e. GISP Bait Shop) but we won't be advertising all these variations in time.

2. In addition, park staff may take reservations for customers wanting a site the next day (during the dead zone when they can't make them online or through the reservation center). These reservations may extend to 14 days if the site is available.

3. The $8 reservation fee is charged for same day and next day reservation calls unless the customer is present at the park. There is no charge for walk-in customers.

4. Park Staff should not be making reservations beyond the same day or the next day. Direct the customer to the Call Center or online options.