

# Bookings Status

All Bookings appear on the Tape Chart color coded and with an icon to indicate Booking Status. There are four types of Booking Status that are displayed according to the status of the booking. These will automatically update on the Tape Chart after you modify the booking. For example, if you have an unconfirmed booking in red and then change the status of the booking to confirmed, it will automatically change to blue on the Tape Chart. It is important to note that reservations that do not have rooms assigned will not show up on the tape chart.



## Same-day Check Out

**Check out:** A checked out guest may be checked back in **only** on the same day they were checked out. Otherwise the only options available on a checked out guest are Booking Details, Print/Email Booking Confirmation and Clone Booking.

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### Booking Status Color Code and Icons:

Tape Chart						
Show: --ALL ROOMS-- 19-Jul-2014 15 Refresh						
	19-Jul	Today	21-Jul	22-Jul	23-Jul	24-Jul
	Sat	Sun	Mon	Tue	Wed	Thu
560	38	38	39	37	35	36
108 (Standard Room-2 Queen)	4	5	5	5	5	5
109 (Standard Room-2 Queen)	4	5	5	5	5	5
110 (Standard Room-2 Queen)	4	5	5	5	5	5
111 (Standard Room-2 Queen)	4	5	5	5	5	5
112 (Standard Room-2 Queen)	Cartman, eric	5	5	5	5	5
206 (King with Fireplace)	22	22	23	21	asd1, asd	21
207 (King with Fireplace)	22	matteo, tristano	23	Martin, Amy		
208 (King with Fireplace)	22	22	23	21	20	21
209 (King with Fireplace)	22	22	23	21	20	21
210 (King with Fireplace)	22	22	23	21	20	21
	19-Jul	Today	21-Jul	22-Jul	23-Jul	24-Jul
	Sat	Sun	Mon	Tue	Wed	Thu
560	38	38	39	37	35	36
211 (King with Fireplace)	22	22	23	21	20	21
212 (King with Fireplace)	22	22	23	21	20	21
213 (King with Fireplace)	22	22	23	21	20	21
214 (King with Fireplace)	22	22	23	21	20	21
215 (King with Fireplace)	22	22	23	21	20	21
216 (King with Fireplace)	22	22	23	21	20	21
217 (King with Fireplace)	22	22	23	21	20	21
218 (King with Fireplace)	22	22	23	21	20	21
219 (King with Fireplace)	Grant, Myoshi	22	23	21	20	21
221 (King with Fireplace)	22	22	23	21	20	21

Active	Confirmed	Unconfirmed	Complete
matteo, tristano	Marsh, Stan	asd1, asd	Cartman, eric
<ul style="list-style-type: none"> <li>• Booking is currently "In house"</li> <li>• Blue Check Mark: In-House</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmed, but not checked-in</li> <li>• Green Arrow: future booking</li> </ul>	<ul style="list-style-type: none"> <li>• Not confirmed</li> <li>• Green Arrow: future booking</li> </ul>	<ul style="list-style-type: none"> <li>• Checked-out</li> <li>• Orange/White line: b complete</li> </ul>

Click on any booking and a pop-out window will appear with a summary of the Booking and the following options. To change the Confirmed /Unconfirmed Status of a booking, go to the [Booking Details](#) of the Guest. See [Booking Pop-up Window](#)

**This example is an Active Booking.**

 matteo, tritano	23	 Martin, Amy
<b>207 (King with Fireplace)</b> <span>✕</span>		
Guest Name: matteo tritano		
Booking Dates: 20-JUL-2014 - 21-JUL-2014		
# Guests (A/C/I): 1 Adults, 0 Children , 0 Infants		
Confirmation #: 836519		
Comments:		
Status: Active		
<a href="#">Booking Details</a>   <a href="#">Print/Email Booking Confirmation</a>		
<input type="button" value="Check In"/>	<input type="button" value="Check Out"/>	<input type="button" value="Cancel Booking"/>
<input type="button" value="Clone Booking"/>		