

# Confirm Booking

After you have created a booking in the system or a booking has come in through OTA/GDS or your website, a Booking Details Record is created for the Booking. When you create a booking, you can choose either confirmed or unconfirmed for the Booking Status. All OTA/GDS and website bookings will automatically come in as "Unconfirmed" and must be changed to "Confirmed" when you have determined the booking is confirmed. A confirmed booking will appear in light blue and an "unconfirmed" booking will appear in red in the Tape Chart. See [Bookings Status](#) for more details.

To confirm a booking, follow these steps:

- Locate the Booking in [Quick Search](#), [Quick List](#) or [Tape Chart](#).
- When the [Booking Details](#) open, go to the [Booking Data Tab](#) and the [Booking Information Section](#)
- Under [Booking Status](#), choose "Confirmed" from the drop down list.
- Click Save.

The booking status will change to Confirmed in the [Booking Header](#) and appear in Blue on if Confirmed and in Red if Unconfirmed on the Tape Chart.



If you choose to print or email the Booking Confirmation Letter, you will be taken to the Booking Data page of the booking and the Letters Tab. You can choose the confirmation Letter you want to send to the guest. Letters are created in **SETUP|LETTERS**. See [Letters](#)

## Bookings

## Related Functions

- [New Booking Details](#)
- [Manage Bookings on Tape Chart](#)
- [Bookings Status](#)
- [Send Confirmation Letter](#)

Booking Data Folio Edit Room Assignment Guest History Letters Log

### Guest Information

\* Last Name: Leaf \* First Name: Green  
Salutation: Date of Birth:  
Address: 12345 Horseradish  
Zip: 80466 City: Nederland  
State: CO Country: United States  
Home Phone: 555-555-5555 Cell Phone: 333-333-3333  
Business Phone: e-mail:  
Fax: Password:  
Driver's License #: Passport #:  
Guest ID: 3014 [Reset Guest ID](#)

### Booking Information

Arrival: 09-JAN-2015 Departure: 13-JAN-2015  
# Guests (A/C/I): 1/0/0 \* Source: Walk In  
Room Type: Large Room with 1 King Bed Room: 107  
Group: Rate Plan: KING  
\* Guest Type: Casual PO Number:  
Travel Agent: Company:  
Guest Comments: Regular Guest. Prefers balcony room.  
Booking Comments:  
CRS Confirmation: Tax Exempt? ☐  
Projected Income: \$448.00 Folio Balance \$0.00  
Last Modified By: BC Created On 09-JAN-2015  
\* Guaranteed By: Cash Booking Status: Unconfirmed  
Time of arrival: 15:00 Time of departure: 11:00

[Manage Credit Cards](#)

Save Save and Go to Frontdesk Discard and Go to Frontdesk

Save and Check In Check Out Cancel Booking Clone Booking