

New Booking Confirmation

After you have completed the booking, a new window will open with the Booking Summary and Confirmation. From here, you can view the Booking Details, Guest History and Email or Print and Booking Confirmation. (See image below)

- **Booking Details/Booking Tab:** Closes window and takes you to the Booking Data Tab in the Guest Details. See [Booking Details](#)
- **Print/Email Booking Confirmation:** Closes window and takes you to the Letters Tab in the Guest Details. See [Letters Tab](#)
- **View Guest History:** Closes window and takes you to the Guest History Tab in the Guest Details. See [Guest History](#)
- **Pay Deposit Quote.** Click this link to go directly to the folio of the booking with the deposit amount auto filled in the payment amount. The amount due based on your guarantee policy set in [Marketing and Policies](#).
- **Rates:** Displays the Room Type, Room and Rate for each day of the booking.

New Booking
<ul style="list-style-type: none">• New Booking Summary• New Booking Confirmation• Projected Income Calculator• Deposit Quote• Guaranteed By
Booking Tab
<ul style="list-style-type: none">• Booking by Availability• Booking By Inquiry• Tape Chart• New Booking• Booking Details• Group Booking Wizard• Search Bookings• Group Bookings

New Booking Confirmed. Booking Confirmation # is 71003

[Booking Details/Booking Tab](#)

[Print/Email Booking Confirmation](#)

Guest Name: Johnson Erica [View Guest History](#)
Home Address: United States
Booking Dates: 30-JUN-2016 - 01-JUL-2016
Guests: 1 Adults, 0 Children, 0 Infants
Room: Queen with a View 108
[Pay Deposit Quote:](#) 17.85
Comments:

Rates

Day	Date	Room Type	Room	Rate Plan	Rate
THURSDAY	30-JUN-2016	Queen with a View	108	Queen rate	\$75.00
Total:					\$75.00

Close Window



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](#)