

Confirming an Unconfirmed Booking

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Display drop down list and select Unconfirmed. The chart will be updated to display all unconfirmed bookings.
3. Select the unconfirmed booking to confirm by clicking on the line it appears on. A pop-up menu will be displayed.
4. Select Receipts... from the pop-up menu. The New Receipt window will open ready for you to enter a new receipt.
5. Enter the Receipt type (i.e. Cash. Credit Card), the amount tendered, etc. and then click OK. The Booking Receipts list window for this booking will appear with the newly entered payment displayed in the list. You will also have the option of printing the receipt.
6. Close the Booking Receipts list. The Booking Details window will now be displayed showing the booking's status as Confirmed. Close the Booking Details window to return to the Daily Room Management chart.