

Confirming an Unconfirmed or Review status booking.

1. Click on the Availability button on the Home window. The Daily Room Availability chart will be displayed.
 2. Click on any unconfirmed booking (represented by red on the Availability bars) that appears on the chart. A pop-up menu will appear.
 3. Press the 'Confirm' button or select Receipts... from the pop-up menu. The New Receipt window will open ready for you to enter a new receipt for this booking.
 4. Enter the Receipt type (i.e. Cash, credit card, etc.), amount tendered etc. and click OK.
 5. The booking's status will now be set to Confirmed (represented by blue bars on the Availability chart) and the Booking Receipts list for this booking will open with the receipt that you just entered now in the list. Close the Booking Receipts list to return to the Booking Details window. You will notice that the booking's status is now set to Confirmed.
- Note : Choosing the 'Confirm' button on any Booking or associating an Agent to a Booking are additional ways to confirm a booking.