

# Transferring a

## Booking

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking you want to transfer.
3. Click the 'Transfer' button or select 'Transfer' from the Bookings drop-down menu on the top of the window. The Transfer Booking window will be displayed.
4. Enter a '?' or just hit [Tab] to display the Current Room Status list.
5. Select the room that you want to transfer the current booking to by double clicking on it in the list or directly enter the Room ID of the Room that you want to transfer the current booking to and then click OK.
6. A message will be displayed asking you to confirm the transfer. Click 'Yes' to complete the transfer and return to the Booking Details window.