Bookings Status

All Bookings appear on the Tape Chart color coded and with an an icon to indicate Booking Status. There are four types of Booking Status that are displayed according the to the status of the booking. These will automatically update on the Tape Chart after you modify the booking. For example, if you have an unconfirmed booking in red and then change the status of the booking to confirmed, it will automatically change to blue on the Tape Chart. It is important to note that reservations that do not have rooms assigned will not show up on the tape chart.



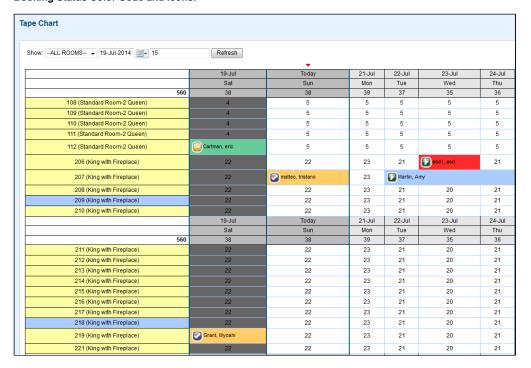
Same-day Check Out

Check out: A checked out guest may be checked back in **only** on the same day they were checked out. Otherwise the only options available on a checked out guest are Booking Details, Print/Email Booking Confirmation and Clone Booking.

In this section

- Tape Chart Features
- Customize Tape Chart
- Tape Chart New Booking
- Booking Pop-up Window
- Bookings Status
- Marking a Room "Out of Order"
- Tape Chart | Payment Status Icons
- Tape Chart | Self Check-in and Check-out Icons

Booking Status Color Code and Icons:





Click on any booking and a pop-out window will appear with a summary of the Booking and the following options. To change the Confirmed /Unconfirmed Status of a booking, go to the Booking Details of the Guest. See Booking Pop-up Window

This example is an Active Booking.

