

Booking Pop-up Window

Click on any booking and a pop-out window will appear with the following information and options:

- **Summary of the Booking:** Guest Name, Booking Dates, # of Guests, Confirmation # and Status.
- **Booking Details:** takes you to the main page of the booking where you can edit guest contact information and more. See [Booking Details](#)
- **Print/Email Booking Confirmation:** Takes you to the Letters section of the booking. See [Send Confirmation Letters](#)
- **Action Buttons:** The available action buttons will appear Active depending on the status of the booking.

In this section


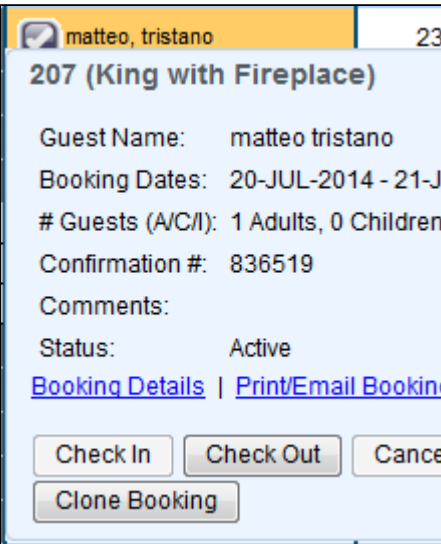
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The following is a description of all of the action buttons.

Each booking will show the active buttons available based on the status of the booking. For example, a complete booking would only . See the examples below for details on the active buttons available for the status of the booking.

- **Check in:** This will automatically Check in the guest.
- **Check Back in:** This is used if a guest has already check-out, but wants to check-in again on the same day.
- **Check out:** Checks the guest out or takes you to the guest folio if the folio isn't balanced. Cancel Booking - Takes you to the cancel booking screen. If you wish to apply an cancellation charge you must do it prior to Canceling the Booking. simply outputs the folio to a new browser window where you can print it.
- **Cancel Booking:** This will cancel the booking, release availability and remove it from your Tape Chart.
- **Clone Booking:** This will create a duplicate booking, but will NOT assign a Room. It completely clones the source booking, including all guest detail, arrival and departure dates, room type and rates. This button is only available after a Booking has been saved. The cloned booking will have the same guest Details as the 'source'. If you need to change the Guest Details, open the booking and click [Reset Guest ID](#) and enter the new details. There is no longer any relationship between the new booking and the source booking.

Available Actions for Bookings based on booking Status. See [Booking Status](#) for more details

Complete Booking Check Back-in or Clone Booking	Active Booking <ul style="list-style-type: none">• Check-out or Clone Booking
 <p>The screenshot shows a pop-up window for a booking with the following details: Guest Name: Cartman, eric; Booking Dates: 18-JUL-2014 - 20-JUL-2014; # Guests (A/C/I): 1 Adults, 0 Children, 0 Infants; Confirmation #: 830022; Status: Complete. The room is 112 (Standard Room-2 Queen). At the bottom, the active buttons are 'Check In', 'Check Back In', 'Check Out', 'Cancel Booking', and 'Clone Booking'.</p>	 <p>The screenshot shows a pop-up window for a booking with the following details: Guest Name: matteo, tristano; Booking Dates: 20-JUL-2014 - 21-JUL-2014; # Guests (A/C/I): 1 Adults, 0 Children; Confirmation #: 836519; Status: Active. The room is 207 (King with Fireplace). At the bottom, the active buttons are 'Check In', 'Check Out', 'Cancel Booking', and 'Clone Booking'.</p>
Confirmed Booking Cancel or Clone Booking	Unconfirmed Booking Cancel or Clone Booking



silva, jason

23

219 (King with Fireplace)

Guest Name: silva jason

Booking Dates: 30-JUL-2014 - 02-AUG-2014

Guests (A/C/I): 1 Adults, 0 Children , 0 Infants

Confirmation #: 829020

Comments: guest is aware of cancel policy

Status: Confirmed

[Booking Details](#) | [Print/Email Booking Confirmation](#)

Check In

Check Out

Cancel Booking

Clone Booking



Blessinger, Bob

6

110 (Standard Room-2 Queen)

Guest Name: Blessinger Bob

Booking Dates: 01-SEP-2014 - 02-SEP-2014

Guests (A/C/I): 1 Adults, 0 Children

Confirmation #: 854019

Comments:

Status: Unconfirmed

[Booking Details](#) | [Print/Email Booking Confirmation](#)

Check In

Check Out

Cancel Booking

Clone Booking