

# Booking Advice

Note You can only print out a Booking Advice for a Booking whose status is Unconfirmed.

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the Unconfirmed booking you want the Booking Advice printed out for.
3. Click on the Print button. You will see the Select Printing Options dialog box.
4. Select Booking Advice and Printer as your options and then click OK.

Tip If you want a preview before actually printing select Screen as your report destination instead of Printer .