

Printing out a Booking Confirmation

Note You can only print out a Booking Confirmation for a booking whose status is Confirmed .

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