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.