

# Checking-In Guests from a Group Booking individually

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the group booking that you wish to check Guests into.
3. Double-click on a booking from the list to open the Booking Details window with its details displayed.
4. Click on the Check-In button. You will be asked if you want to check that Guest in. Click 'Yes'. The booking's status will now be set to Active. Close this window to return to the Group Bookings window. You will notice that its status has also been changed to Active in the list.