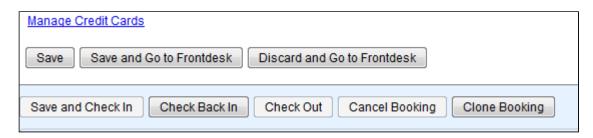
## **Same Day Checkouts**

There are times when same day check-in and check-out on a reservation occur (ie, on the same day as arrival). In these cases, the tape chart will display this record in a CHECKED OUT status.

However, the user will have the ability to check this booking back in by going to the Booking Details of the Guest and clicking on **Check Back In**. This is located at the bottom of the Booking Data Tab in Booking Details



## See Booking Action Buttons

## In this section

- Check-in a Guest
- Check out a Guest
- Prepare for Arrivals
- Print All Registration Cards
  - For My Arrivals
- Registration Cards
- Same Day Checkouts
- Walk-in Bookings