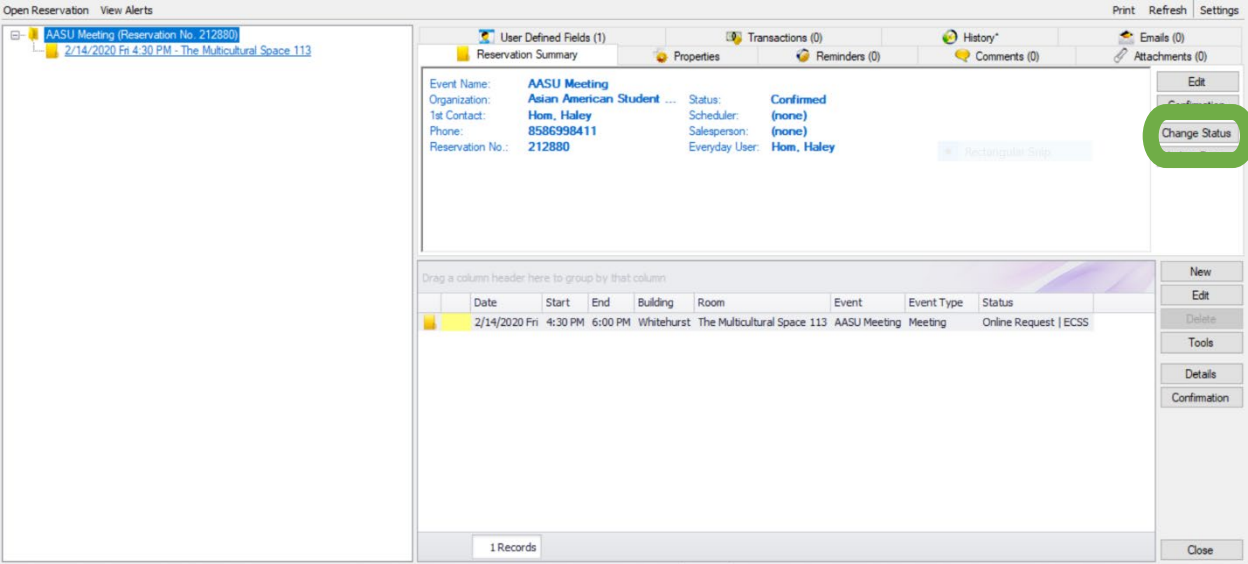
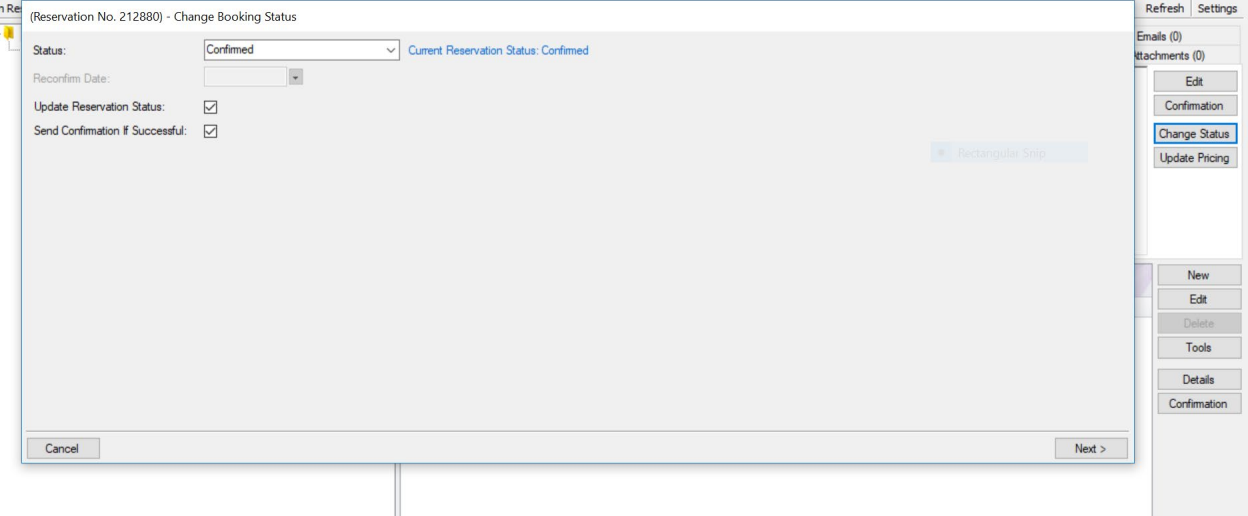


Changing Reservation Status

1. In the open reservation at reservation level (top level), click “Change Status” on the right side.



2. A new window will pop up. In the Status drop-down, choose the preferred status. Check the “Update Reservation Status” box if you are changing all of the bookings in the reservation. Checking the “Send Confirmation If Successful” box is not required but will save you a step later when you go to send the confirmation/denial email. Then click “Next”



3. This next screen outlines all of the bookings in the reservation. These bookings may have multiple statuses. Choose the booking you are looking to change. You can click “Select All” to choose all of the bookings or hold the CTRL key and click which bookings you would like to change. Then click “Finish”.

- a. A screen will pop up stating if your change was successful. If you checked the box by “Send Confirmation If Successful”, The Confirmation box will appear. Here you can choose your Setup from the drop down menu and proceed with the reservation.