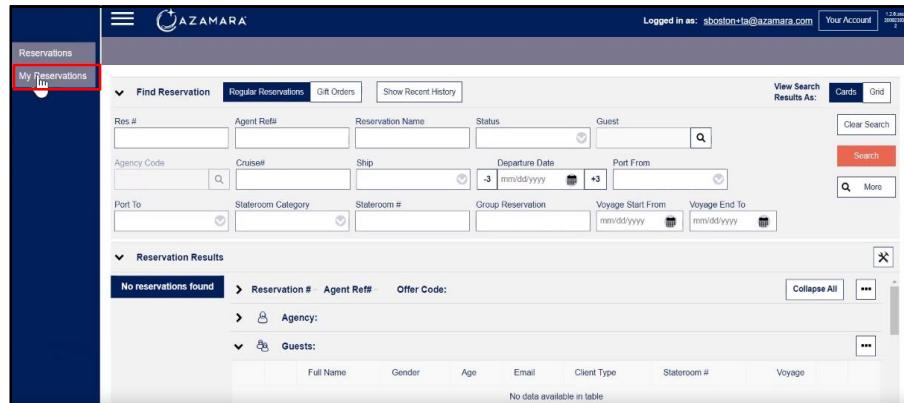



Travel Agent - How to Switch a Reservation Offered (OF) to Booked (BK)

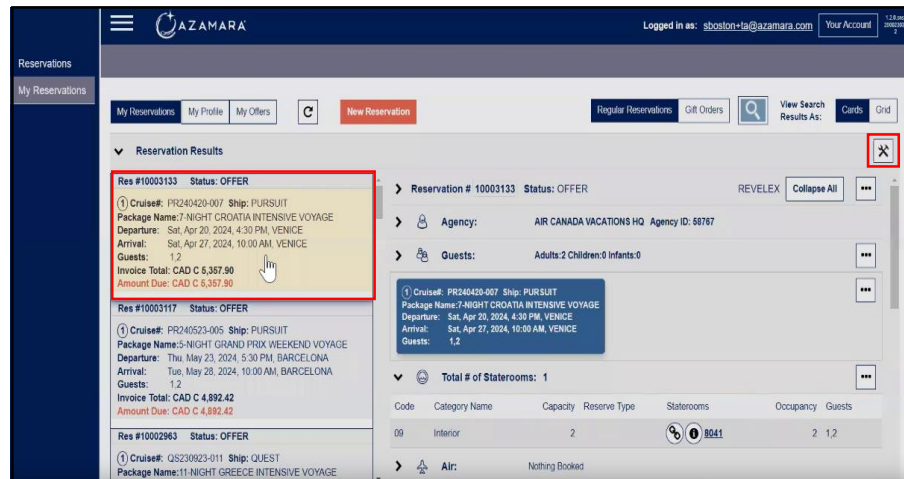
Step 1

Start on the Main screen of RezA. On the left side of the screen click the **My Reservations** button.



Step 2

You will be brought to the My Reservations screen. Under the **Reservation Results** section click on the **Reservation** you wish to work with. The Reservation will become highlighted in **Yellow**. Now go to the right side of the screen and click the **Tools**  symbol.



Step 3

This will open the **Tools** menu. Click on the **Switch to BK** button. That will complete the process for switching the reservation from **Offer (OF)** to **Booked BK**.

