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How do I approve or decline a reserved booking?

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Bookings > Manage

1. Click **Bookings** at the Showroom homepage
2. Click **Manage** at the top right-hand corner
3. You will see a list of Purchasers which you can search by unit or purchaser name
4. Before approving the reservation, make sure the booking fee has been paid by the Purchaser. Click  to update the payment information if needed
5. You may click **Approve** or **Decline** at the far right column
Approve: Change the unit and booking status from Reserved to Booked
Decline: Change the unit status from Reserved to Available and the booking status from Reserved to Cancelled
6. Enter notes as required such as booking notes or reason of cancellation. Check the **Cancel all pending loan applications** checkbox to inform the bankers of the cancellation

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