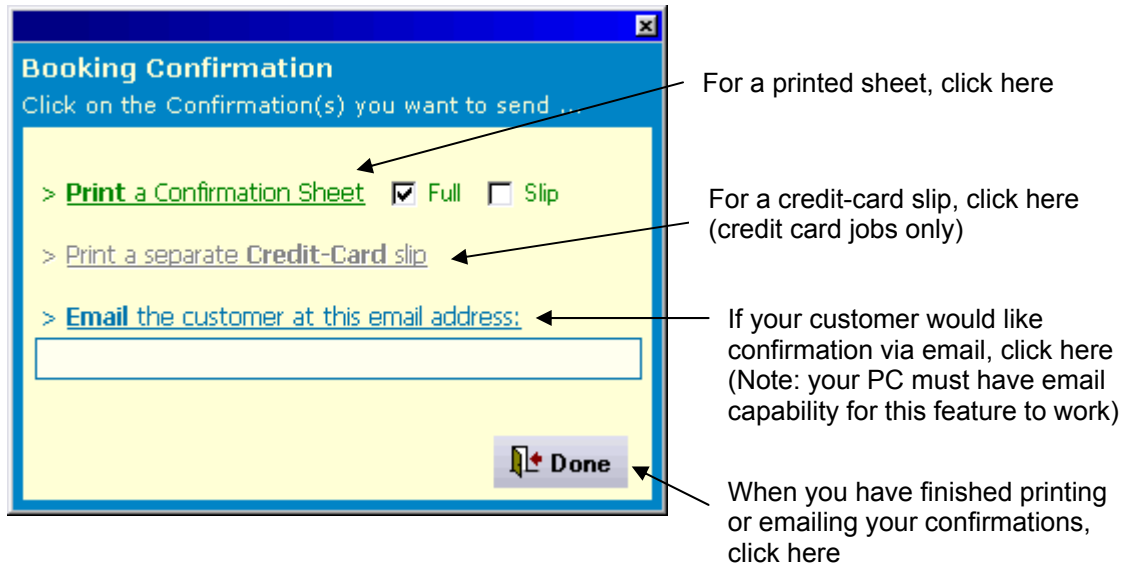


CabVista: Sending Booking Confirmations to Drivers and/or Customers

If you wish to print a confirmation as you Confirm each job, start by switching-on the "Print Booking Confirmation" option (in the booking screen, click on "Options" then select from the drop-down list).

When you confirm a job, the following screen will appear, from which you can choose to print one or more types of confirmation:



Other features:

- a) As well as printing a confirmation as you press "F12 Confirm", you can also produce a confirmation at any time, by editing the job and click on "F7 Conf. Sheet"
- b) If you have "Show No. Passengers / Luggage" switched on, these are printed on the confirmation too.
- c) The passenger's telephone number appears on the confirmation.
- d) You can choose to print the **full job details on a sheet of A4 paper**, or just a **summary on a compliments slip** (for a slip only, tick the 'slip' box).
- e) You can also **email a confirmation to customer** . Enter the customer's email address in the box provided, then click on "Email the customer at this email address" - see picture above.

Note: [if you have a problem sending an email](#) then go to "Basic Data → Parameters & Options" and click the (orange) "Emails" page. Then change "My email client uses this option:" to the way your emails work.

For example, if you use "Outlook" (rather than Outlook Express) to send your emails, choose "MS Outlook" from the drop-down list.