## Add or Remove Days from Booking

In the Edit Tab, you can modify the Arrival and Departure Dates, Room Type and Rates of a confirmed, unconfirmed or Active Booking.

The Room Type grid in the Edit Tab is identical to the 'Book by Availability', 'Room Assignment', and 'Tape Chart' screens and functions the same. Days are added or removed via clicking on the cell for the desired days. We have a video here that shows how editing is done.

## In this Section

- Add or Remove Days from Booking
- Change Room Type and Room Edit Tab
  Modify Rates Get New Rates
- Add Additional Guests
- Change Arrival and Departure Dates
- Change Date Range of Booking

## To add or remove days from the booking

- The availability chart will display a blue box in the Room Type for the booking date.
- To remove days from the booking, click on the blue box on the date you wish to remove. This will deselect it and it will not be blue any longer.
- To add days to the booking, click on the additional date. This can be in the same Room Type or a different Room Type.
- To change the date range of the booking completely, click on the blue boxes to deselect the dates. Then use the header search to choose new dates and click Refresh. Then, click on the new dates of the booking in the correct Room Type and the blue boxes will appear on the booking dates.

## **Change Rates**

Anytime you make any changes on the edit screen you will be prompted to "get new rates" via two methods.

Get new rates: this will pull new rates for all days.

Get new rates: this will only query for rate values for newly added days. The second option is helpful when extending a booking and you do not wish to modify already defined rates. and clicked SAVE, you will see the new information appear in the Room Summary list at the bottom of the window.

 Once you have clicked Get new rates, the screen will refresh to show the the new dates and rates. You can either leave them as is or choose new rates by clicking on the \* Rate Plan drop down list.

Rate Plan: Choose an existing Rate Plan and all of the nightly rates will change to this Rate Plan.

Manual Rates: To enter rates manually, choose Manual Rates from the drop down list and then enter the Rate in the field containing rates. Manual rates will have a blue fill arrow next to the Rate field This fill arrow is only available when using a manual rate and when clicked will take the defined value and apply it to all days below. This allows properties that have long term stays to easily add weeks or months at a time onto bookings, without having to re-enter the manual rate for every new day of the booking.

Note: If the user changes the number of guests, room type or rate plan on this screen. The system automatically prompts you to refresh the rates when any change that may affect the rate occurs. as shown below. Click Get New Rates and choose a Rate Plan

Figure 1. Choose a new booking date to extend the stay. In this example, the booking is extended by 2 days.

Guests:1/0/0		Bookin	g for:31-0	DCT-2014	1-05-NOV	-2014	Room T	ype:Quee	en with a v	view F	Room:103	3 Status	:Confirm	ied
rojected Inc:\$	420.00	Project	ed Inc + (	Charges:	\$495.00		Projecte	d Bal:\$28	85.00	F	Folio Bal:	6-135.00		
Booking Data	Folio	Edit	Room	Assignm	ient G	iuest Hist	ory Le	etters	Log	•				
		-												
							_							
Show:ALL	ROOMS	3 3	0-Oct-201	14 📰 🗸	14	Refresh			Prev 14	days   N	ext 14 da	<u>ys</u>  Go	to Today	
	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-N
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	We
182	14	13	13	13	13	13	14	14	14	14	14	14	14	5
Conference Room (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	2
Large Room with 1 King Bed (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	1
Queen with a view (4)	4	3	3	3	3	3	4	4	4	4	4	4	4	0
Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4	4	4	4	4	4	4	2
*Rate Plan:	QUEEN	rate	▼ *#(	Guests (A	VC/I): 1	• 0 •	• 0 •							
Day		Date		R	oom Typ	е		Room	n Ra	ate Plan			Rat	e
FRIDAY		31-0CT-	2014	Q	lueen wit	h a view		103	Q	JEEN rat	е	\$75.00		
SATURDAY		01-NOV-	2014	Q	lueen wit	h a view		103	Q	JEEN rat	e	\$75.00	)	
SUNDAY		02-NOV-	2014	C	ueen wit	h a view		103	Q	JEEN rat	e	\$75.00		
MONDAY		03-NOV-	2014	C	lueen wit	h a view		103	Q	JEEN rat	е	\$75.00	)	

Click to enlarge image

Figure 2. The screen will refresh with the new booking dates selected and the Get Rates button showing.

Projected Inc:\$420.00         Projected Inc + Charges:\$495.00         Projected Bal:\$285.00         Folio Bal:\$-135.00           Booking Data         Folio         Edit         Room Assignment         Guest History         Letters         Log           Show:         -ALL ROOMS         30-Oct-2014         Image: 14         Refresh         Prev 14 days   Next 14 days   Go to Today           30-Oct         31-Oct         01-Nov         02-Nov         03-Nov         04-Nov         05-Nov         06-Nov         07-Nov         08-Nov         09-Nov         10-Nov         11-Nov           1100         Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue           182         14         13         13         13         13         14         14         14         14         14           Conference         3 <td< th=""><th>ojected Inc:\$4</th><th>20.00 Folio</th><th>Project Edit</th><th>ted Inc + ( Room</th><th>Charges: Assignm</th><th>\$495.00</th><th></th><th>Projecte</th><th>d Bal:\$28</th><th>35.00</th><th></th><th></th><th>_</th><th></th><th></th></td<>	ojected Inc:\$4	20.00 Folio	Project Edit	ted Inc + ( Room	Charges: Assignm	\$495.00		Projecte	d Bal:\$28	35.00			_		
Booking Data         Folio         Edit         Room Assignment         Guest History         Letters         Log           Show:         -ALL ROOMS         30-Oct-2014         Image: 14         Refresh         Prev 14 days   Next 14 days   Go to Today           30-Oct         31-Oct         01-Nov         02-Nov         03-Nov         04-Nov         05-Nov         06-Nov         07-Nov         08-Nov         09-Nov         10-Nov         11-Nov           Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue           182         14         13         13         13         13         14         14         14         14         14           Conference         3	ooking Data	Folio	Edit	Room	Assignm	ont G					- F	olio Bal:\$	-135.00		
Show:ALL ROOMS 30-Oct-2014 referesh         Prev 14 days   Next 14 days   Go to Today         Show:ALL ROOMS 30-Oct-2014 reference         30-Oct 31-Oct 01-Nov 02-Nov 03-Nov 04-Nov 05-Nov 06-Nov 07-Nov 08-Nov 09-Nov 10-Nov 11-Nov         Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue         182 14 13 13 13 13 13 13 14 14 14 14 14 14 14         Conference Room (3)         3       3       3       3       3       3       3       3       3         Large Room with 1         11 King Bed (3)       3<							iuest Hist	ory Le	etters	Log	·				
Show: -ALL ROOMS- 30-Oct-2014 - 14       Refresh       Prev 14 days   Next 14 days   Go to Today         Show: -ALL ROOMS- 30-Oct-2014 - 14       Refresh       Prev 14 days   Next 14 days   Go to Today         Show: -ALL ROOMS- 30-Oct 2014 - 14       Refresh       Prev 14 days   Next 14 days   Go to Today         Show: -ALL ROOMS 30-Oct 2014 - 14       Refresh       Prev 14 days   Next 14 days   Go to Today         Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue         182       14       13       13       13       14       14       14       14       14         Conference       3        3       <th colspan="</td> <td></td> <td>6</td>															6
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30-Oct         31-Oct         01-Nov         02-Nov         03-Nov         04-Nov         05-Nov         06-Nov         07-Nov         08-Nov         09-Nov         10-Nov         11-Nov           Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Tue           182         14         13         13         13         13         14	Show:ALL	ROOMS	S <b>→</b> 3	0-Oct-201	14 📰 🗸	14	Refresh			Prev 14	days   N	ext 14 day	Go Go	to Today	
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182         14         13         13         13         13         14		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	١
Conference Room (3)         3	182	14	13	13	13	13	13	14	14	14	14	14	14	14	
Large Room with 1 King Bed (3)	Conference Room (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	
N-7	Large Room with 1 King Bed (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	
Queen with a view (4)         4         3         3         3         3         4	Queen with a view (4)	4	3	3	3	3	3	4	4	4	4	4	4	4	
Suite - 2 bedroom         4	Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4	4	4	4	4	4	4	

Click to enlarge image

Figure 3. Choose Manual from Rate Plan drop down list. In this example, the rate is changed to the Suite Rate Plan

#Guests:1/0/0	Booking fo	or:27-AUG-2014-:	29-AUG-201	4 Room	Type:Stan	dard Room-	2 Queen	Room:111	Status:Act
Projected Inc: 280.60	) Projected	Inc + Charges: 5	59.67	Project	ted Bal: 55	9.67		Folio Bal: 4	19.37
Booking Data Fo	lio Edit	Room Assignm	ent Gues	t History	Letters	Log			
Show:ALL ROO	OMS ▼ 26-/	Aug-2014 📰-	7 Re	efresh		Prev 7	7 days   Next	7 days   0	o to Today
					•				
			26-Aug	27-Aug	Today	29-Aug	30-Aug	31-Aug	01-Sep
			Tue	Wed	Thu	Fri	Sat	Sun	Mon
		225	38	39	37	23	24	26	38
Kingv	with Fireplace	(23)	22	23	22	16	16	17	22
Standar	d Room-2 Que	een (6)	5	5	4	3	3	3	5
Two Double Rate Plan: Suite	Beds Non Sm rate	noking (11)		11 Guests (A/C/	11 I): 1 -	4	5	6	11
Two Double	Beds Non Sm rate	noking (11)		11 Guests (A/C/	11 I): 1 -	4	5	6	11
Two Double Rate Plan: Suite	Beds Non Sm rate Roc	noking (11) om Type	*# (	11 Guests (A/C/ Room	11 I): 1 ▼ Rate	4	5	6	11 Rate
Two Double Rate Plan: Suite Day Date Wed 27-Aug-2	rate Roc 2014 Sta	oom Type ndard Room-2 C	11 → *#( Queen	11 Guests (A/C/ Room	11 I): 1 → Rate Suite ra	4 0 - 0 -	5	6	11 Rate 120.00
Two Double A Rate Plan: Suite Day Date Wed 27-Aug-2 Thu 28-Aug-2	rate Roc 2014 Sta	noking (11) Dom Type ndard Room-2 C ndard Room-2 C	↓ 11 ↓ *# ( Queen Queen	11 Guests (A/C/ Room	11 I): 1 ▼ Rate Suite ra Suite ra	4 0 • 0 •	5	6	<b>Rate</b> 120.00 120.00
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Two Double       * Rate Plan:     Suite       Day     Date       Wed     27-Aug-2       Thu     28-Aug-2       Save     Save and       Check In     Check	Beds Non Sm rate 2014 Sta 2014 Sta d Go to Frontdo k Out Cano	oom Type ndard Room-2 G ndard Room-2 G esk Discard cel Booking	and Go to Fr Clone Booki	11 Guests (A/C/ Room rontdesk	11 I): 1 • Rate Suite ra	4 0 • 0 •	5 • • •	otal: 24	11 Rate 120.00 120.00 60.00
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Figure 4. Choose Manual from Rate Plan drop down list. In this example, the rate is changed to \$150.

Guests:1/0/0	Booking fo	or:27-AUG-20	14-29-Al	JG-201	4 Room	Type:Stan	dard Room-	2 Queen	Room:111	Status:Act
rojected Inc: 280.60	Projected	Inc + Charge	s: 559.67	7	Projec	ted Bal: 55	59.67		Folio Bal: 4	19.37
Booking Data Foli	o Edit	Room Assig	nment	Gues	t History	Letters	Log			
									_	
Show:ALL ROOM	MS 🔻 26-	Aug-2014 📰	- 7	Re	fresh		Prev 7	7 days   Next	<u>7 days</u>   G	o to Today
ſ						-				
			26	6-Aug	27-Aug	Today	29-Aug	30-Aug	31-Aug	01-Sep
			125	iue	Wed	Thu	Fri	Sat	Sun	Mon
	the Fire set of	2	225	38	39	37	23	24	26	38
King w	ith Fireplace	(23)		22	23	22	16	16	1/	22
				-	_		-			_
Standard	Room-2 Qu	een (6)		5	5	4	3	3	3	5
Standard Two Double E Rate Plan: Manua	Room-2 Que Beds Non Sn Bl	een (6) noking (11)	_	5 11 • *#(	5 11 Guests (A/C	4 11 //): 1 ▼	3 4 0 • 0 •	3 5	6	5 11
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