

Modify Bookings

One of the most powerful functions of the Tape Chart, is the ability to change the Room of a booking by use the drag and drop feature.

This feature is available to move a booking into a new Room or Room Type using the same booking dates, therefore you will be able to click and drag the booking up and down on the Tape Chart using the same booking dates.

To change booking dates or Rates, go to the [Edit Tab](#) under Booking Details.

Bookings

Related Functions

- New Booking Details
- Manage Bookings on Tape Chart
- Bookings Status
- Send Confirmation Letter

To move a booking to a new Room or Room Type, follow these steps:

- Choose the booking you would like to move, by left clicking on it and holding.

In this example, we will move Leaf, Green from Room 103 to Room 101, in the same Room Type.

Tape Chart

Show: --ALL ROOMS-- 28-Oct-2014 12 Refresh Prev 12 days | Next 12 days | Go to Today

| | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | 07-Nov | 08-Nov |
|----------------------------------|--------|--------|--------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 161 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 14 | 14 |
| 101 (Queen with a view) | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| 102 (Queen with a view) | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| 103 (Queen with a view) | 4 | 4 | 4 | Leaf, Green | | | | | | | 4 | 4 |
| 104 (Queen with a view) | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| 105 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 106 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 107 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 200 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 220 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 300 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | 07-Nov | 08-Nov |
| | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 161 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 14 | 14 |
| 400 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| A (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| B (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| C (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

New Booking

Drag the booking to Room 101 and release the click. The screen will refresh with the booking in Room 101 and all Booking Details will be updated.

| Tape Chart | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|-------------|--------|--------|--------|--------|--------|--------|--|
| Show: --ALL ROOMS-- 26-Oct-2014 12 Refresh Prev 12 days Next 12 days Go to Today | | | | | | | | | | | | | |
| | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | |
| 161 | 14 | 14 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | |
| 101 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | Leaf, Green | | | | | | | |
| 102 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 103 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 104 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 105 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 106 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 107 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 200 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| 220 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| 300 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | |
| 161 | 14 | 14 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | |
| 400 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| A (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| B (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| C (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| New Booking | | | | | | | | | | | | | |

Moving a booking to a new Room Type

If you move a booking to a NEW Room Type, you will see this message, alerting you that the Rate Plan will change and asking for confirmation. In this case, you may want to check the booking details and the Rates set up for this booking in the [Edit Tab](#).

In this example, we will move Leaf, Green from Room 101 to Room 106, in a different Room Type (King).

Drag the booking to Room 106 and release the click. You will be prompted with this message.

| Tape Chart | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| Show: --ALL ROOMS-- 26-Oct-2014 12 Refresh Prev 12 days Next 12 days Go to Today | | | | | | | | | | | | | |
| | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov | |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | |
| 101 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 102 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 103 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 104 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 105 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 106 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 107 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 200 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| 220 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| 300 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |

After clicking OK, the screen will refresh with the booking in the new Room Type and Room 106 and all Booking Details will be updated.

Tape Chart

Show: --ALL ROOMS-- 26-Oct-2014 12 Refresh

[Prev 12 days](#) | [Next 12 days](#) | [Go to Today](#)

| | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov |
|----------------------------------|--------|--------|--------|--------|--------|-------------|--------|--------|--------|--------|--------|--------|
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
| 161 | 14 | 14 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| 101 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 102 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 103 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 104 (Queen with a view) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 105 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 106 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | Leaf, Green | | | | | | |
| 107 (Large Room with 1 King Bed) | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 200 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 220 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 300 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | 31-Oct | 01-Nov | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-Nov |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
| 161 | 14 | 14 | 14 | 14 | 14 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| 400 (Suite - 2 bedroom Room) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| A (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| B (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| C (Conference Room) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

New Booking