

# Change Room Type and Room - Edit Tab

A Room Type can be changed in a Guest Booking in the Edit Tab (if you also need to change dates) or on the Tape Chart (if the booking dates stay the same), see Change Room Type - Tape Chart.

To change the Room Type assigned to a Guest in the Edit Tab, follow these steps:

1. Remove the current Room Type by clicking on the date and room type, shaded in blue, you want to remove. When you click on the blue cell, it will turn white and the room type is deselected. Figure 1.
2. Click on the new Room Type. The selected Room Type will appear blue. Figure 2.
3. The Get New Rates button will appear. Click on Get New Rates or Get new rates for new booking days (will retain the current rates and get rates for any added days.). Figure 3.
4. Click Save
5. Then go to the Room Assignment tab and choose the new Room Assignment. See [Room Assignment](#) Figure 4.

## In this Section

Figure 1. Deselect the Room Type by clicking on the blue cell.

**11001 - Leaf Green**

# Guests:1/0/0	Booking for:02-NOV-2014-07-NOV-2014	Room Type:Queen with a view	Room:103	Status:Confirmed
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-- 1-Nov-2014 7 Refresh Prev 7 days | Next 7 days | Go to Today

	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
93	14	13	13	13	13	13	14
Conference Room (3)	3	3	3	3	3	3	3
Large Room with 1 King Bed (3)	3	3	3	3	3	3	3
Queen with a view (4)	4	3	3	3	3	3	4
Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4

\* Rate Plan: QUEEN rate \* # Guests (A/C/I): 1 0 0

**The rates may no longer be valid** Get New Rates Get New Rates for new booking days

Day	Date	Room Type	Room	Rate Plan	Rate
SUNDAY	02-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
MONDAY	03-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
TUESDAY	04-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
WEDNESDAY	05-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
THURSDAY	06-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
Total:					\$375.00

Save Save and Go to Frontdesk Discard and Go to Frontdesk

Check In Check Out Cancel Booking Clone Booking

Click to enlarge image

Figure 2. Select the new Room Type by clicking on the cell in the Room Type

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	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov
	Sun	Mon	Tue	Wed	Thu
65	13	13	13	13	13
101 (Queen with a view)	3	3	3	3	3
102 (Queen with a view)	3	3	3	3	3
103 (Queen with a view)	3	3	3	3	3
104 (Queen with a view)	3	3	3	3	3

Save Room Assignment

Check In
Check Out
Cancel Booking
Clone Booking

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Click to enlarge image

Figure 3. Deselect the Room Type by clicking on the blue cell.

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Click to enlarge image

Figure 4. Choose the new Room Assignment

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