Edit Tab

Use the Edit Tab to modify the Arrival and Departure Dates, Room Type and Rates of an Individual Booking. This includes Confirmed, Unconfirmed and Active Bookings. To edit a Group Booking, See Group Booking Details

The Edit Tab displays the Room Type Grid for the booking dates with the allocated Room Type highlighted in blue. This information also appears in the Booking Header in Room Type. See example below.

To Edit a booking, first select or deselect room type or booking dates. Any time you make changes to the Room Type information with date changes, the system will prompt you to "get new rate". After you have modified the booking, be sure to click Save for the changes to take effect.

Note: Only the Room Type and Rates are managed in the Edit Tab. The Room Assignment is made in the Room Assignment Tab. Once a Room Type is selected, then a Room needs to be assigned in the Room Assignment Tab.

See details on how to perform the following functions in the Edit Tab:

- Add or remove days from the booking
- Change the Room Type
- Add Additional Guests
- Modify Rates - Get New Rates

In this Section

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- Room Assignment
- Letters
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Example of a confirmed booking

The summary displays the room type and room assignment details with the daily rates Rates.

- The Confirmation # and Guest name appears, in blue, at the top of the booking data screen. Ex. 11001 - Leaf Green
- The first row of the header displays a booking for the Queen with a view, Room 103 for Nov. 2-Nov. 7.
- The second row of the Booking Header displays the The projected income of $420 ($375 + $45 tax), additional charges of $75 and a projected balance of $285 ($495 - $210 deposit) and a Folio Bal of -$135.
- The total cost of the Room Rent charges only, without tax are displayed below at $375.

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

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