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 screen and functions the same. Days are added or removed via clicking on the cell for the desired days.

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
- 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.

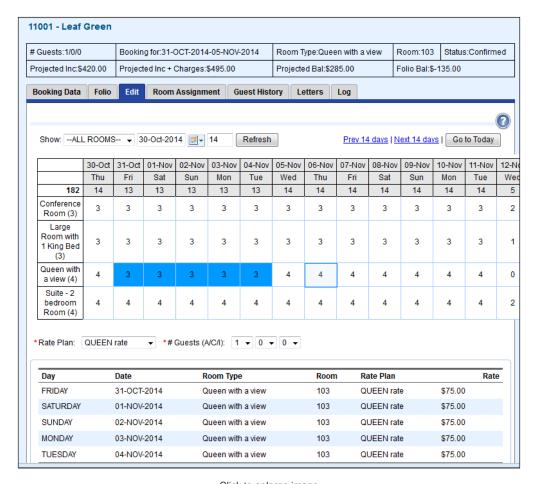
· Once you have clicked Get new rates, the screen will refresh to show the the new dates and rates. You can either leave them as is or choose new rates by clicking on the * Rate Plan drop down list.

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.

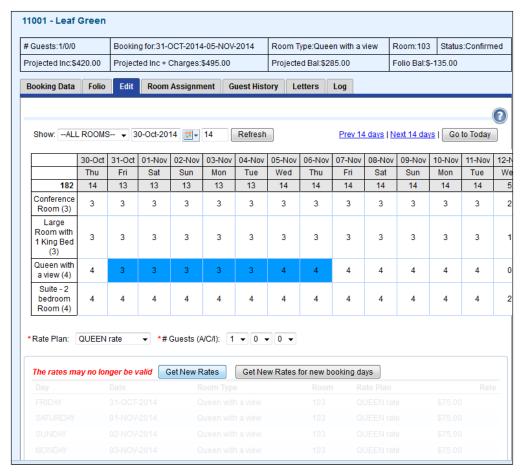
Note: If the user changes the number of guests, room type or rate plan on this screen. The system automatically prompts you to refresh the rates when any change that may affect the rate occurs. as shown below. Click Get New Rates and choose a Rate Plan

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



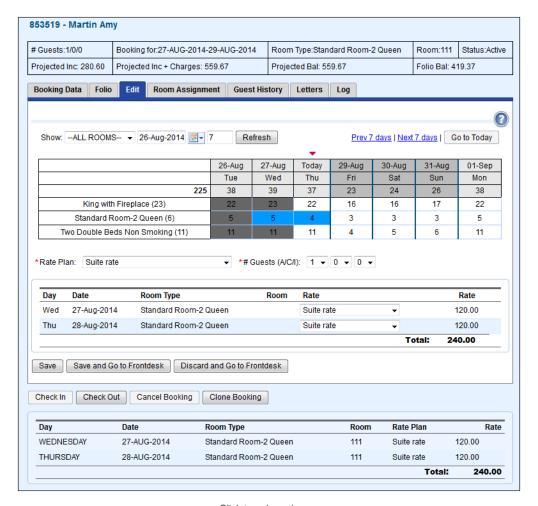
Click to enlarge image

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



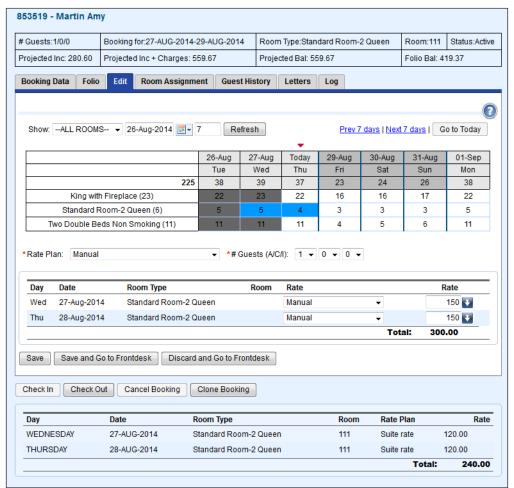
Click to enlarge image

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



Click to enlarge image

Figure 4. Choose Manual from Rate Plan drop down list. In this example, the rate is changed to \$150.



Click to enlarge image