## **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.
- Click Save
- 5. Then go to the Room Assignment tab and choose the new Room Assignment. See Room Assignment Figure 4.

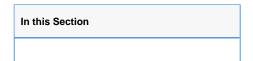
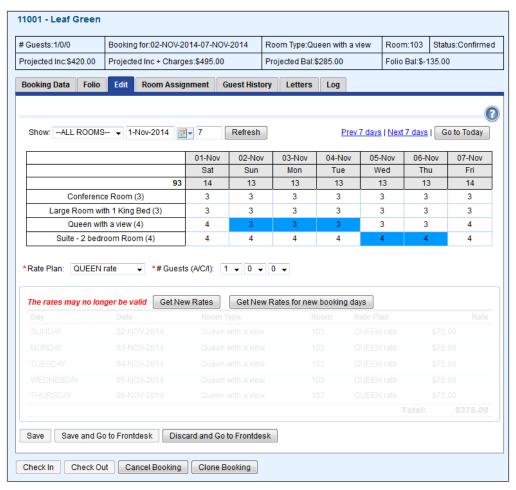
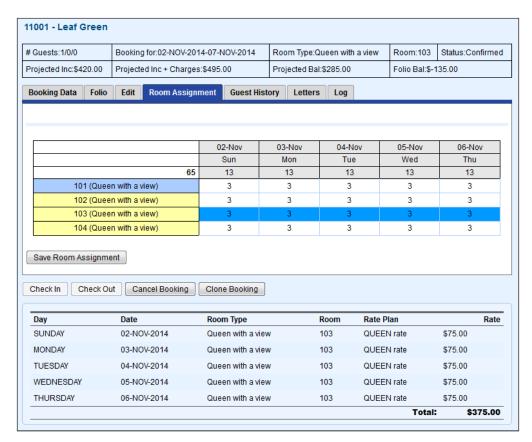


Figure 1. Deselect the Room Type by clicking on the blue cell.



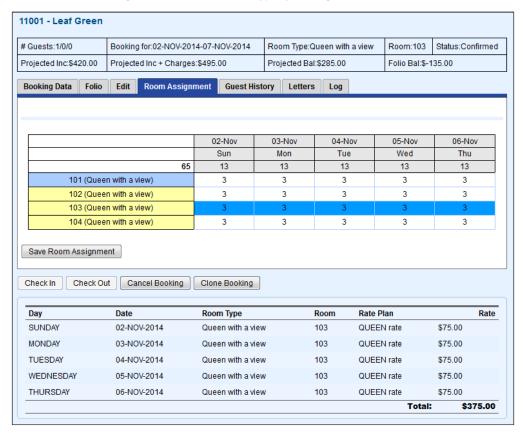
Click to enlarge image

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



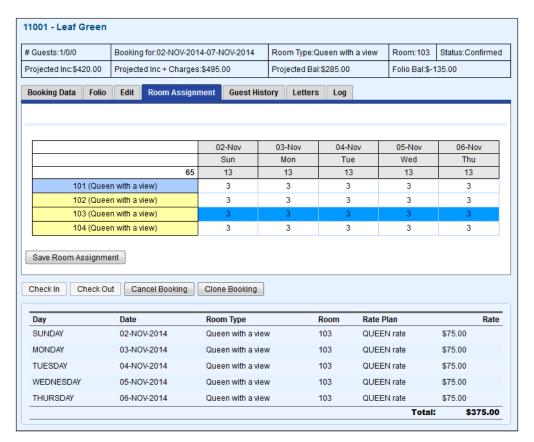
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Figure 3. Deselect the Room Type by clicking on the blue cell.



Click to enlarge image

Figure 4. Choose the new Room Assignment



Click to enlarge image