

Manual Updating

There are times when you may want to manually update immediately. There are three ways to update manually:

Option 1

- Choose Parameters from the BookingCenter menu or Ctrl + M to display the Parameters window.
- Click the Internet Configuration button which is in the first column.
- Click the Update Availability button for a Partial Update or click the Update All Info button for a Full Update. (You may have to connect to the internet at this point if you use dial up service)

Only Records Added

- Since ... Click 'Yes' if you want the data updated only since the date indicated.
- Click 'No' if you want ALL data updated

BookingCenter will now check your connection and synchronize with the Network. After finishing, you will see a Summary Report window of all new bookings and cancelled bookings. You will also receive an email from BookingCenter reporting if your update was successful.

Option 2

- Select Update Internet from the BookingCenter drop-down menu to perform a Partial Update only. (The keyboard shortcut on a Mac is command/I)
- If asked if your internet connection is open, click Yes.

BookingCenter will now check your connection and synchronize with the Network. After finishing, you will see a Summary Report window of all new bookings and cancelled bookings. You will also receive an email from BookingCenter reporting if your update was successful.

Option 3

- Click the Update Internet button on the Home window to perform a partial update.
- If asked if your internet connection is open, click Yes.

Note Some users who have purchased additional modules may not have the Update Internet button on the Home Window.