

Setting the chart view date

1. Click on the Availability button on the Home window. The Daily Room Availability chart will be displayed.
 2. Click on the largest button located at the bottom of the chart marked Begins on..... A Chart Options dialog box will be displayed.
 3. Enter the date for the chart to begin on and click OK. The Daily Room Availability chart will now be updated to show the period specified.
- Tip You can click on the 1 month or 1 week buttons on either side of the Begins on... button to shift the display forward or backward by that amount.