

# 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
<ul style="list-style-type: none"><li>• <a href="#">Add or Remove Days from Booking</a></li><li>• <a href="#">Change Room Type and Room - Edit Tab</a></li><li>• <a href="#">Modify Rates - Get New Rates</a></li><li>• <a href="#">Add Additional Guests</a></li><li>• <a href="#">Change Arrival and Departure Dates</a></li><li>• <a href="#">Change Date Range of Booking</a></li></ul>

## 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 longer.
- 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.

11001 - Leaf Green

# Guests: 1/0/0	Booking for: 31-OCT-2014-05-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--
30-Oct-2014
14
Refresh
Prev 14 days | Next 14 days | Go to Today

	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
182	14	13	13	13	13	13	14	14	14	14	14	14	14	5
Conference Room (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	2
Large Room with 1 King Bed (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	1
Queen with a view (4)	4	3	3	3	3	3	4	4	4	4	4	4	4	0
Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4	4	4	4	4	4	4	2

\* Rate Plan: QUEEN rate
\* # Guests (A/C/I): 1 0 0

Day	Date	Room Type	Room	Rate Plan	Rate
FRIDAY	31-OCT-2014	Queen with a view	103	QUEEN rate	\$75.00
SATURDAY	01-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
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

Click to enlarge image

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

11001 - Leaf Green

# Guests:1/0/0	Booking for:31-OCT-2014-05-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--
30-Oct-2014
14
Refresh
Prev 14 days
Next 14 days
Go to Today

	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
182	14	13	13	13	13	13	14	14	14	14	14	14	14	5
Conference Room (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	2
Large Room with 1 King Bed (3)	3	3	3	3	3	3	3	3	3	3	3	3	3	1
Queen with a view (4)	4	3	3	3	3	3	4	4	4	4	4	4	4	0
Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4	4	4	4	4	4	4	2

\* Rate Plan:
QUEEN rate
\* # Guests (A/C/I):
1
0
0

The rates may no longer be valid
Get New Rates
Get New Rates for new booking days

Day	Date	Room Type	Room	Rate Plan	Rate
FRIDAY	31-OCT-2014	Queen with a view	103	QUEEN rate	\$75.00
SATURDAY	01-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
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

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

853519 - Martin Amy

# Guests: 1/0/0	Booking for: 27-AUG-2014-29-AUG-2014	Room Type: Standard Room-2 Queen	Room: 111	Status: Active
Projected Inc: 280.60	Projected Inc + Charges: 559.67	Projected Bal: 559.67	Folio Bal: 419.37	

Booking Data
Folio
Edit
Room Assignment
Guest History
Letters
Log

Show:
--ALL ROOMS--
26-Aug-2014
7
Refresh
Prev 7 days
Next 7 days
Go to Today

	26-Aug	27-Aug	Today	29-Aug	30-Aug	31-Aug	01-Sep
	Tue	Wed	Thu	Fri	Sat	Sun	Mon
225	38	39	37	23	24	26	38
King with Fireplace (23)	22	23	22	16	16	17	22
Standard Room-2 Queen (6)	5	5	4	3	3	3	5
Two Double Beds Non Smoking (11)	11	11	11	4	5	6	11

Rate Plan:
Suite rate

# Guests (A/C/I):
1
0
0

Day	Date	Room Type	Room	Rate	Rate
Wed	27-Aug-2014	Standard Room-2 Queen		Suite rate	120.00
Thu	28-Aug-2014	Standard Room-2 Queen		Suite rate	120.00
<b>Total:</b>					<b>240.00</b>

Save
Save and Go to Frontdesk
Discard and Go to Frontdesk

Check In
Check Out
Cancel Booking
Clone Booking

Day	Date	Room Type	Room	Rate Plan	Rate
WEDNESDAY	27-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
THURSDAY	28-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
<b>Total:</b>					<b>240.00</b>

Click to enlarge image

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

**853519 - Martin Amy**

# Guests: 1/0/0	Booking for: 27-AUG-2014-29-AUG-2014	Room Type: Standard Room-2 Queen	Room: 111	Status: Active
Projected Inc: 280.60	Projected Inc + Charges: 559.67	Projected Bal: 559.67	Folio Bal: 419.37	

[Booking Data](#)
[Folio](#)
[Edit](#)
[Room Assignment](#)
[Guest History](#)
[Letters](#)
[Log](#)

Show: --ALL ROOMS-- 26-Aug-2014 7 Refresh
[Prev 7 days](#) | [Next 7 days](#) | Go to Today

	26-Aug	27-Aug	Today	29-Aug	30-Aug	31-Aug	01-Sep
	Tue	Wed	Thu	Fri	Sat	Sun	Mon
225	38	39	37	23	24	26	38
King with Fireplace (23)	22	23	22	16	16	17	22
Standard Room-2 Queen (6)	5	5	4	3	3	3	5
Two Double Beds Non Smoking (11)	11	11	11	4	5	6	11

\* Rate Plan: Manual \* # Guests (A/C/I): 1 0 0

Day	Date	Room Type	Room	Rate	Rate
Wed	27-Aug-2014	Standard Room-2 Queen	<span>Manual</span>		150
Thu	28-Aug-2014	Standard Room-2 Queen	<span>Manual</span>		150
<b>Total:</b>					<b>300.00</b>

[Save](#)
[Save and Go to Frontdesk](#)
[Discard and Go to Frontdesk](#)

[Check In](#)
[Check Out](#)
[Cancel Booking](#)
[Clone Booking](#)

Day	Date	Room Type	Room	Rate Plan	Rate
WEDNESDAY	27-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
THURSDAY	28-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
<b>Total:</b>					<b>240.00</b>

Click to enlarge image