Change Arrival and Departure Dates

In the Edit Tab of any Booking, you can modify the Arrival and Departure Dates, Room Type and Rates of a confirmed, unconfirmed or Active Booking. See Booking Status

First, open the Booking and then click on the Edit Tab.

The Room Type grid will display with the selected room type for the booking dates. Days are added or removed by clicking on the cells for the desired days.

Add or remove days from a Booking

- 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.

See Add or Remove Days from Booking

In this Section

longer.

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.

See Change Date Range of Booking

After the date range is changed, then assign the Room Type

- 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.
- 4. Člick 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.

Guests:1/0/0 Booking for:02-NOV-20			014-07-NO\	/-2014	Room Type:Qu	com Type:Queen with a view Room:103 Status:			
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Figure 2. Select the new Room Type by clicking on the cell in the Room Type

Click to enlarge image

Figure 3.	Deselect the	Room Tv	pe by c	lickina (on the b	olue cell.

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Figure 4.	Choose	the new	v Room	Assignment
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