

# Change Date Range of 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

### To add or remove days from a booking

- Open the booking and go to the Edit Tab
- The room type reserved for the booking dates will appear in blue on the the availability chart.
- 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 to make it blue. 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.
- You will then be prompted to "Get New Rates"

Deselect the Room Type by clicking on the blue cell.

**11001 - Leaf Green**

# Guests:1/0/0	Booking for:02-NOV-2014-07-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-- 1-Nov-2014 7 Refresh [Prev 7 days](#) | [Next 7 days](#) | [Go to Today](#)

	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov
	Sat	Sun	Mon	Tue	Wed	Thu	Fri
93	14	13	13	13	13	13	14
Conference Room (3)	3	3	3	3	3	3	3
Large Room with 1 King Bed (3)	3	3	3	3	3	3	3
Queen with a view (4)	4	3	3	3	3	3	4
Suite - 2 bedroom Room (4)	4	4	4	4	4	4	4

\* 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
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
WEDNESDAY	05-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
THURSDAY	06-NOV-2014	Queen with a view	103	QUEEN rate	\$75.00
Total:					\$375.00

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

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

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