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 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.

See Add or Remove Days from Booking

In this Section	

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.

Check In Check Out Cancel Booking Clone Booking

- 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. Click Save
- 5. Then go to the Room Assignment tab and choose the new Room Assignment. See Room Assignment Figure 4.

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 + Charges:\$495.00 Projected Bal:\$285.00 Folio Bal:\$-135.00 Projected Inc:\$420.00 Booking Data Folio Edit Room Assignment Guest History Letters Log 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 14 Conference Room (3) 3 3 3 3 3 3 3 Large Room with 1 King Bed (3) 3 3 3 3 Suite - 2 bedroom Room (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 Save Save and Go to Frontdesk Discard and Go to Frontdesk

Figure 1. 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 + Charges:\$495.00 Projected Bal:\$285.00 Folio Bal:\$-135.00 Projected Inc:\$420.00 Edit Room Assignment Guest History Letters Log Booking Data Folio 02-Nov 03-Nov 06-Nov 04-Nov 05-Nov Sun Mon Tue Wed Thu 65 13 13 13 13 13 101 (Queen with a view) 3 3 3 3 3 102 (Queen with a view) 3 3 3 3 3 103 (Queen with a view) 104 (Queen with a view) 3 3 3 3 3 Save Room Assignment Check In Check Out Cancel Booking Clone Booking Day Date Room Type Room Rate Plan Rate SUNDAY 02-NOV-2014 QUEEN rate \$75.00 Queen with a view 103 MONDAY 03-NOV-2014 QUEEN rate \$75.00 Queen with a view 103 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

Figure 2. Select the new Room Type by clicking on the cell in the Room Type

Click to enlarge image

Total:

\$375.00

Figure 3. Deselect the Room Type by clicking on the blue cell.

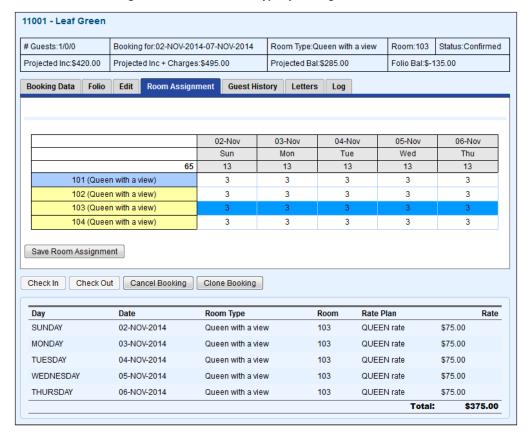
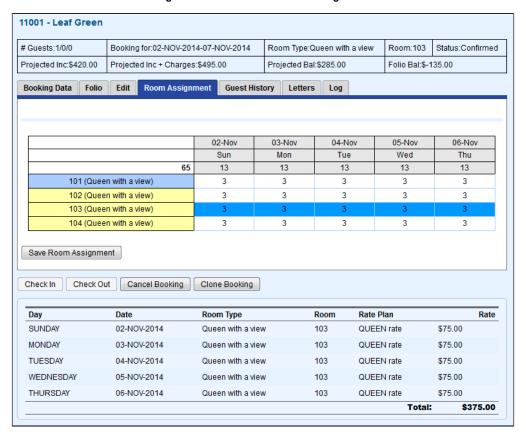


Figure 4. Choose the new Room Assignment



Click to enlarge image