

# 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

- 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.
- Click on the new Room Type. The selected Room Type will appear blue. Figure 2.
- 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.
- Click Save
- 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.

**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

Click to enlarge image

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

**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

|                         | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-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) | 3      | 3      | 3      | 3      | 3      |
| 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 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         |
| <b>Total:</b> |             |                   |      |            | <b>\$375.00</b> |

Click to enlarge image

Figure 3. 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

|                         | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-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) | 3      | 3      | 3      | 3      | 3      |
| 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 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         |
| <b>Total:</b> |             |                   |      |            | <b>\$375.00</b> |

Click to enlarge image

Figure 4. Choose the new Room Assignment

**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

|                         | 02-Nov | 03-Nov | 04-Nov | 05-Nov | 06-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) | 3      | 3      | 3      | 3      | 3      |
| 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 with a view | 103  | QUEEN rate | \$75.00         |
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| 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         |
| <b>Total:</b> |             |                   |      |            | <b>\$375.00</b> |

Click to enlarge image