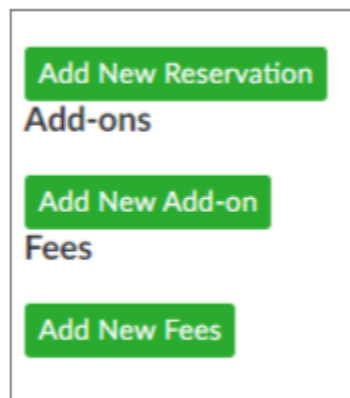


Modifying Booking Entries

Summary: This articles provides instructions on how to modify booking entries.

Booking entry information can be modified either when in Pending or Completed status. Adding reservations, addons, and fees also requires modifying the booking entry. To modify the booking entry:

1. In the list of bookings page, select a booking entry and click **Edit**. Alternatively, in the booking entry information page (Booking entry > View), click the **Edit Booking** button. This will open the Edit booking entry page.
2. Modify the desired booking information and/or guest details.
3. The admin can add new reservations, addons, and fees by scrolling to the bottom of the form and clicking the appropriate button:



4. To add a new reservation, click the **Add New Reservation** button.
5. To add add-ons, click the **Add New Add-on** button.
6. To add a new fee, click the **Add New Fee** button.
7. Once done, click the **Update Booking** button.

*For modifications resulting in additional payables, the admin needs to create a new bill entry. Scroll down the booking entry information page and click the **Create New Bill** button.*

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