



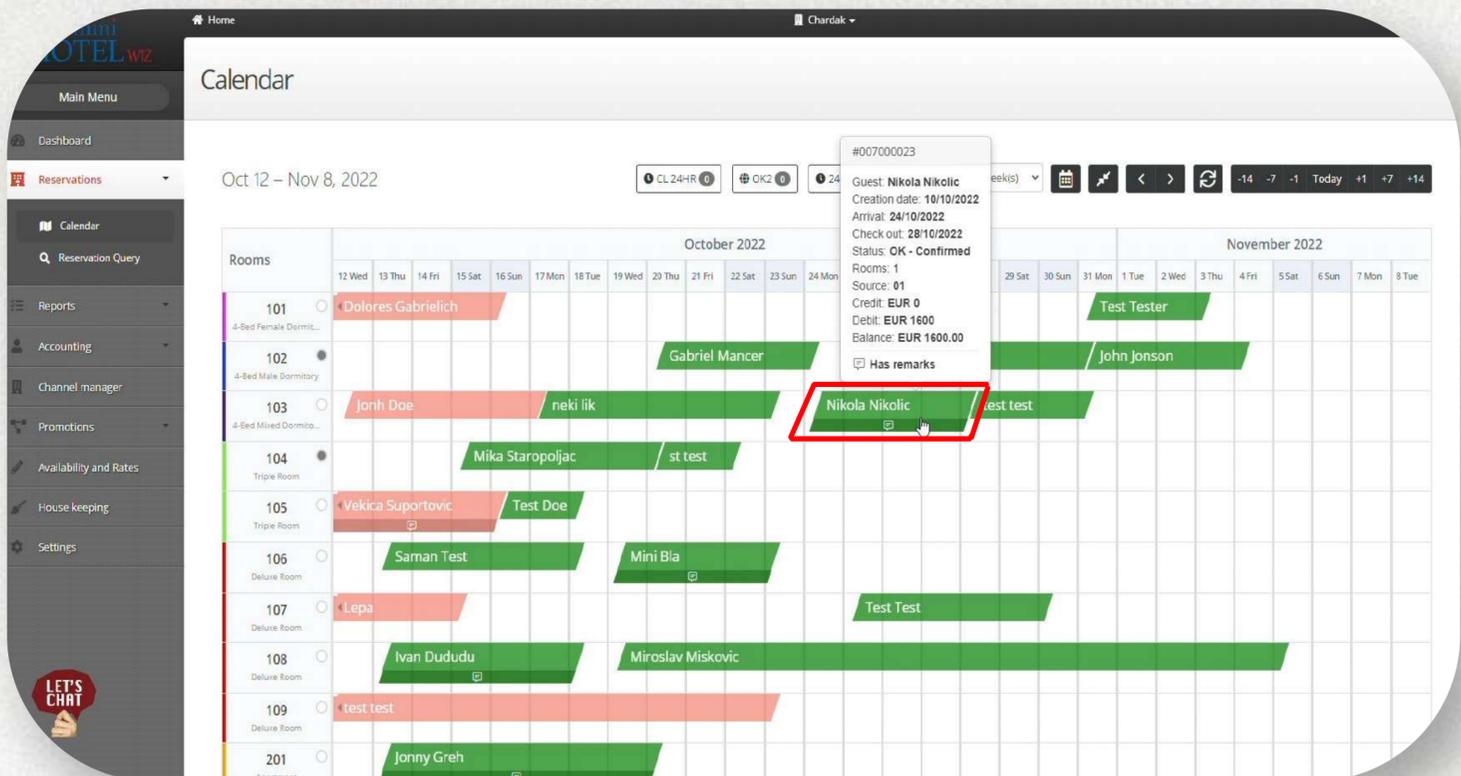
TRANSFERRING RESERVATIONS

INSIDE CALENDAR

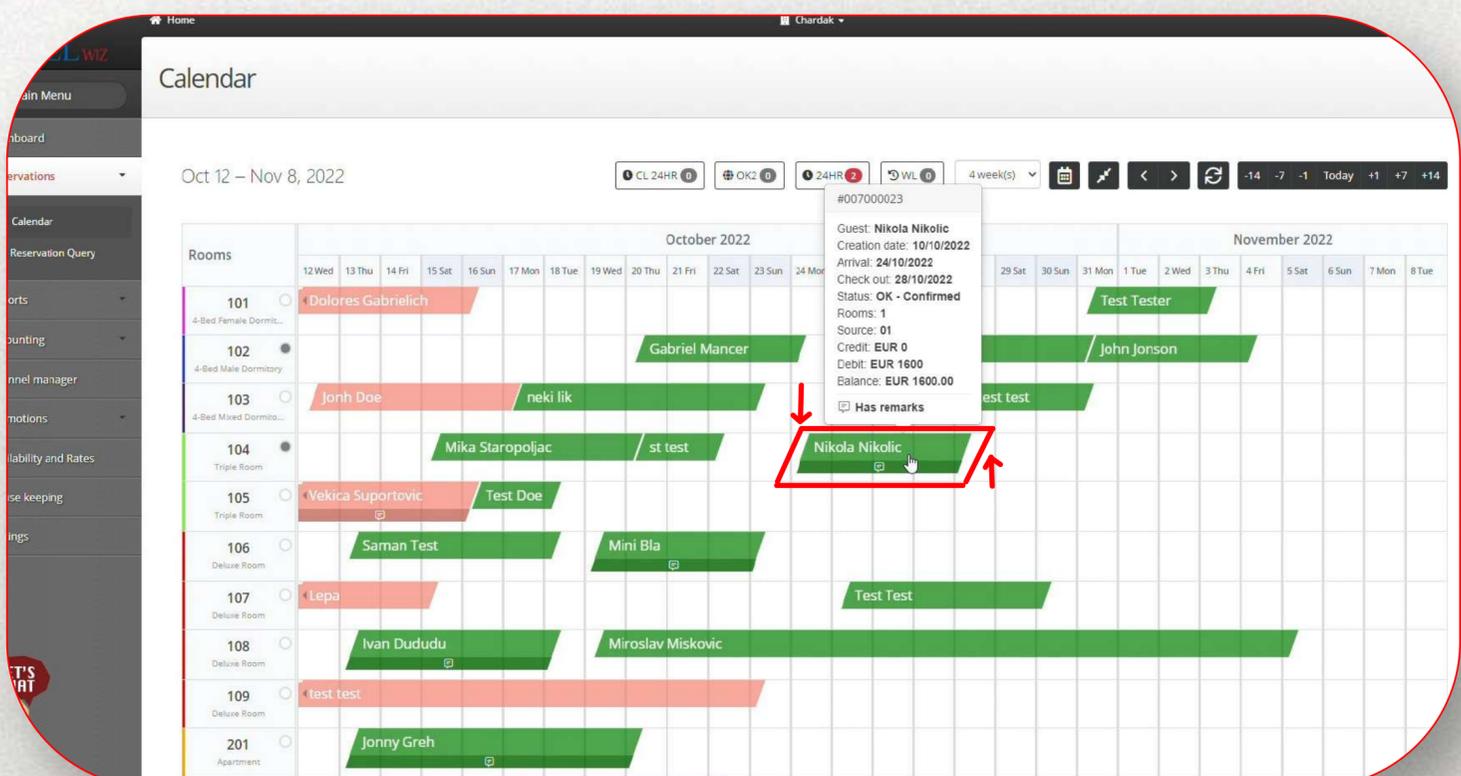
 Mini
Hotel

If it is necessary to move a reservation to another room, shorten or make a reservation longer, there is a really easy way to do this.

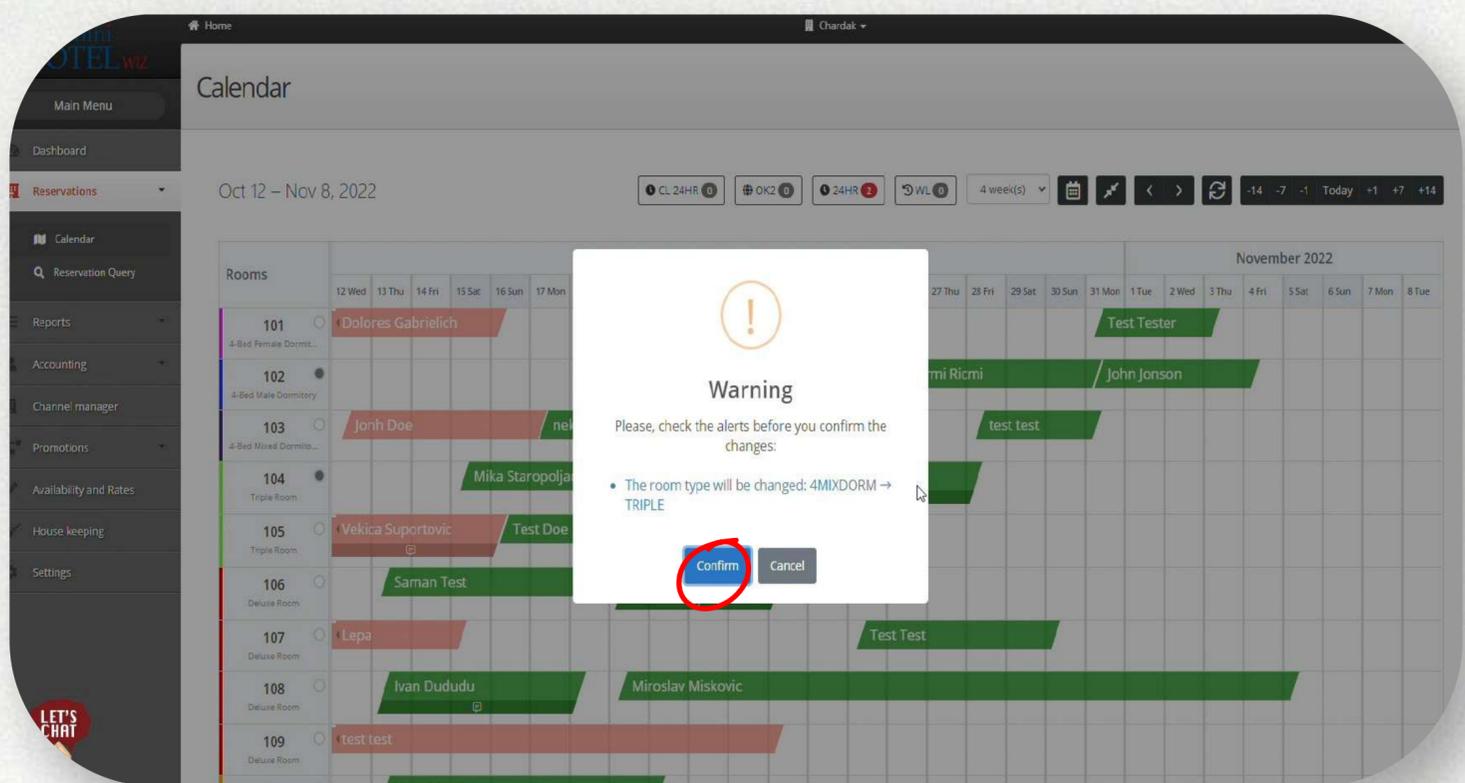
1) Move your mouse to a desired reservation.
Hold your left click...



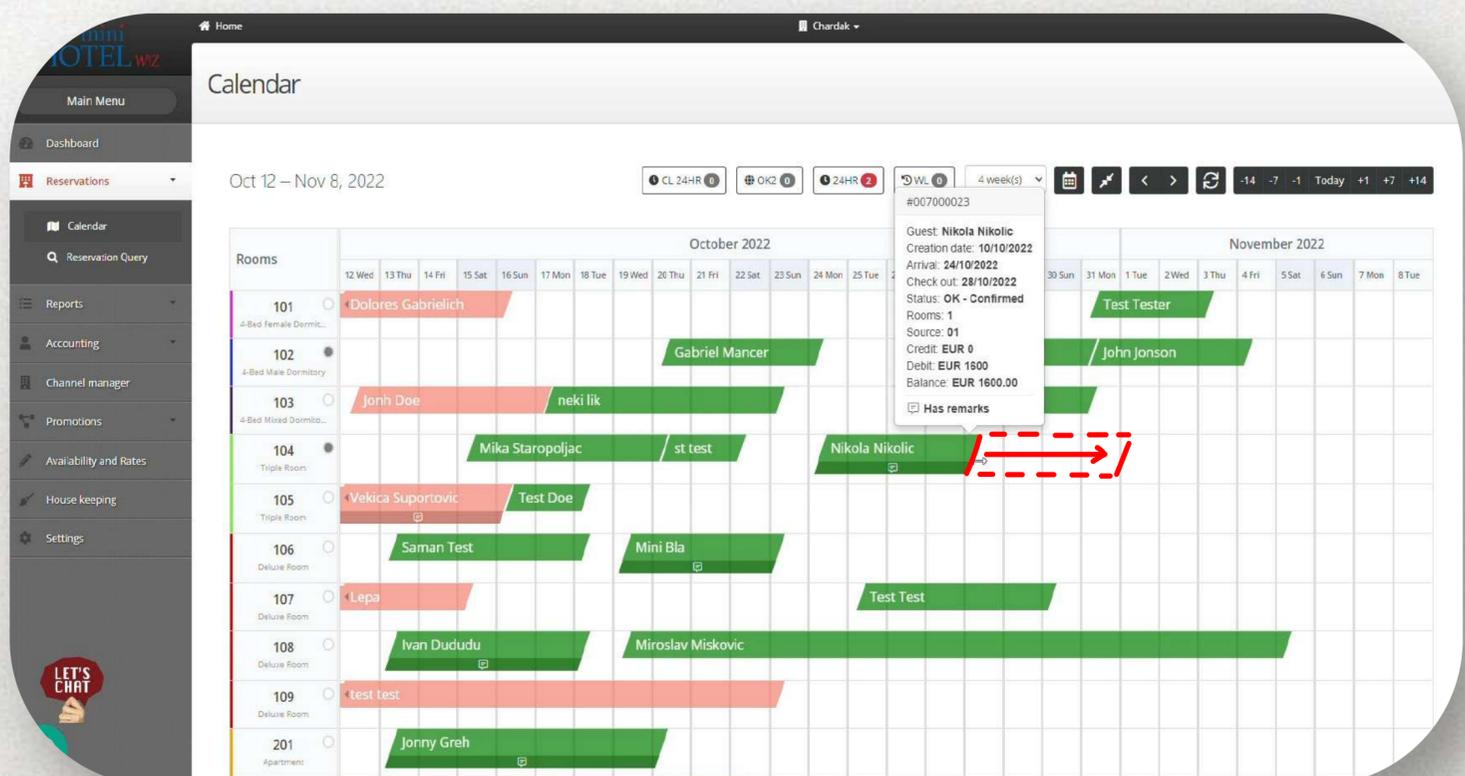
2) And simply drag-and-drop it to another location.



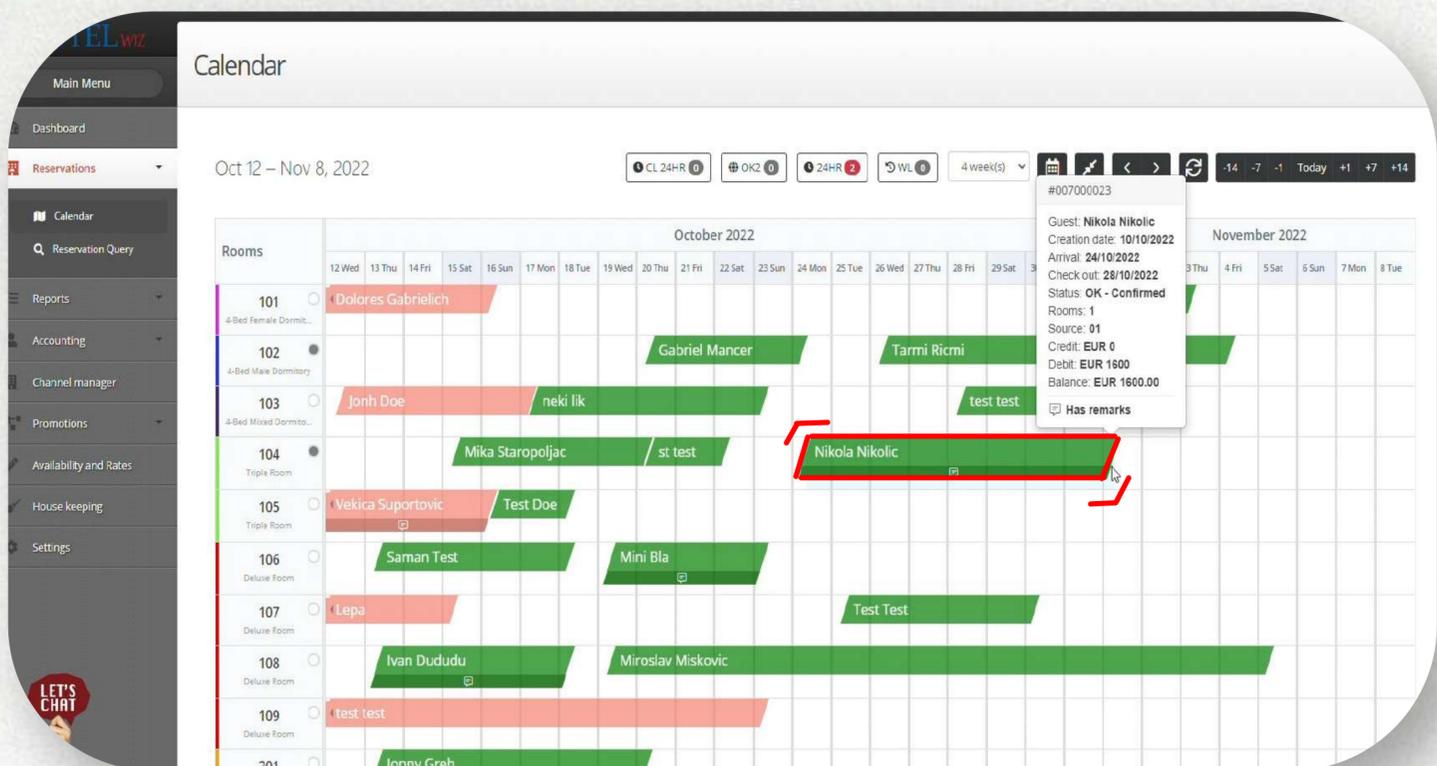
- 3) You will be notified if the room type or price is changed. (If a manual price is set it will not be changed)



- 4) If you want to change the length of stay to longer or shorter, move the cursor to the edge of the reservation until you see arrows in both directions.



5) Hold down the left click and simply move left or right.



6) You will be notified about the changes you made.

