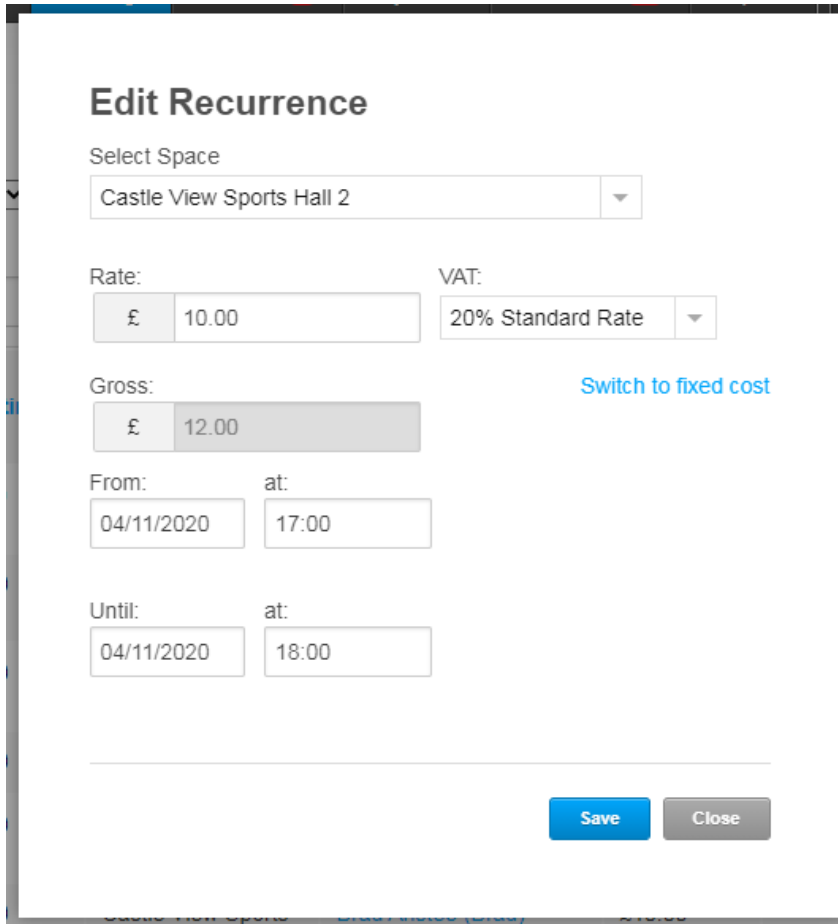


# Editing a booking

Last Modified on 02/11/2020 5:08 pm GMT

As bookings rarely stay the same, we've made it really easy to edit a booking in BookingsPlus.

There are a number of ways to do this - firstly, if you are only looking to edit one occurrence, you can do so via the Calendar or Bookings tab. On the Calendar you can click on the occurrence, Click Edit, and 'This occurrence'. On the bookings tab you only need to click the edit button. For both you will see this popup:



The screenshot shows a modal window titled "Edit Recurrence". At the top, there is a "Select Space" dropdown menu with "Castle View Sports Hall 2" selected. Below this are two input fields: "Rate:" with a currency symbol (£) and the value "10.00", and "VAT:" with a dropdown menu showing "20% Standard Rate". Underneath is a "Gross:" input field with (£) and "12.00", and a blue link "Switch to fixed cost". The "From:" section has two input fields: "04/11/2020" and "17:00". The "Until:" section has two input fields: "04/11/2020" and "18:00". At the bottom right, there are two buttons: "Save" (blue) and "Close" (grey).

From here you will be able to amend the field needed, and click Save.

If you need to amend many occurrences of the same booking, there are 3 ways to get to the **Edit Booking** page:

- Through the **Calendar** tab, Select one of the occurrences, **Edit**, **Edit the whole booking**
- **Clients** tab, Search the Client, Click **View**, scroll to the bottom of the page & click on the relevant booking. Click the **Edit** button at the bottom of the page.
- **Bookings** tab, Click on a Booking Reference ID hyperlink and click the **Edit** button at the bottom of the page.

You will then see this screen.

Grange Park School Emails enabled Tracy Street

Dashboard Calendar Enquiries Clients **Bookings** Invoices Payments Reminders Reports Users Venues

### Edit Booking

**Booking Query**

Select client:  or [Add a new client](#)

Purchase order  Category  Checklist

[Toggle options](#)

**Booking Details**

[Edit selected](#) [Cancel selected](#)

<input type="checkbox"/>		Space	Date	Time	Available	Rate	Net	Vat	Gross	Status	
<input checked="" type="checkbox"/>		Senior Football Pitch 1	10/02/2016	17:00-18:00	Yes	£45.00	£45.00	20%	£54.00	Unbilled	
<input checked="" type="checkbox"/>		Senior Football Pitch 1	24/02/2016	17:00-18:00	Yes	£45.00	£45.00	20%	£54.00	Unbilled	
<input checked="" type="checkbox"/>		Senior Football Pitch 1	02/03/2016	17:00-18:00	Yes	£45.00	£45.00	20%	£54.00	Unbilled	
<input checked="" type="checkbox"/>		Senior Football Pitch 1	09/03/2016	17:00-18:00	Yes	£45.00	£45.00	20%	£54.00	Unbilled	
		<b>Total 4</b>		<b>4h</b>			<b>£180.00</b>		<b>£216.00</b>		

[Check Availability Across Venues](#) [Toggle Options](#)

**Booking Notes**

Description: (Shown on attendance sheets)

FM Notes: (Shown on activity sheets)

At the top right of the green table is a link to **Toggle Options**, this will return to the original booking information (date/time/spaces). If this information is updated & refreshed, it will refresh the green table. This is **not** recommended - it will mean that any changes which had been done from within the green table would be reset.

Any changes can easily be done from within the green table.

To amend a single line, click on the pencil icon and the line will convert allowing you to amend any of the variables. Once done, click on the to confirm.

**Booking Details**

[Edit selected](#) [Cancel selected](#)

<input type="checkbox"/>		Space	Date	Time	Available	Rate	Net	Vat	Gross	Status	
<input checked="" type="checkbox"/>		<input type="text" value="Senior Football Pitch 1"/>	<input type="text" value="10/02/2016"/>	<input type="text" value="17:00"/> <input type="text" value="18:00"/>	Yes	<input type="text" value="Standard (£ 45.0)"/> <input type="text" value="45.0"/>	£45.00	<input type="text" value="20%"/>	£54.00	Unbilled	
<input checked="" type="checkbox"/>		Senior Football Pitch 1	24/02/2016	17:00-18:00	Yes	£45.00	£45.00	20%	£54.00	Unbilled	

If you need to amend a number of lines, simply click on the tick box on the left for each session you wish to amend, click on [Edit selected](#) and amend the drop down boxes as needed. Once you've finished click and it will update all the selected lines. Please note that all lines you have selected will be updated with all information in the Edit Selected area so you need to make sure that you have chosen bookings with the same room, and that you are happy that all other information should be replaced.

**Note** - if any spaces are unavailable at this stage (either closure or already booked), they will show in red.

Once done, scroll to the bottom & click [Save Booking](#) .

**TIP** - for a full audit trail, it's best to record the changes you've made to the booking. This can easily be done on the Other Notes section within the booking (this does not appear on the hirers view).

Other Notes:

TS 10/2 Booking on 9/3 now at 8-9pm (email from hirer 10/2)