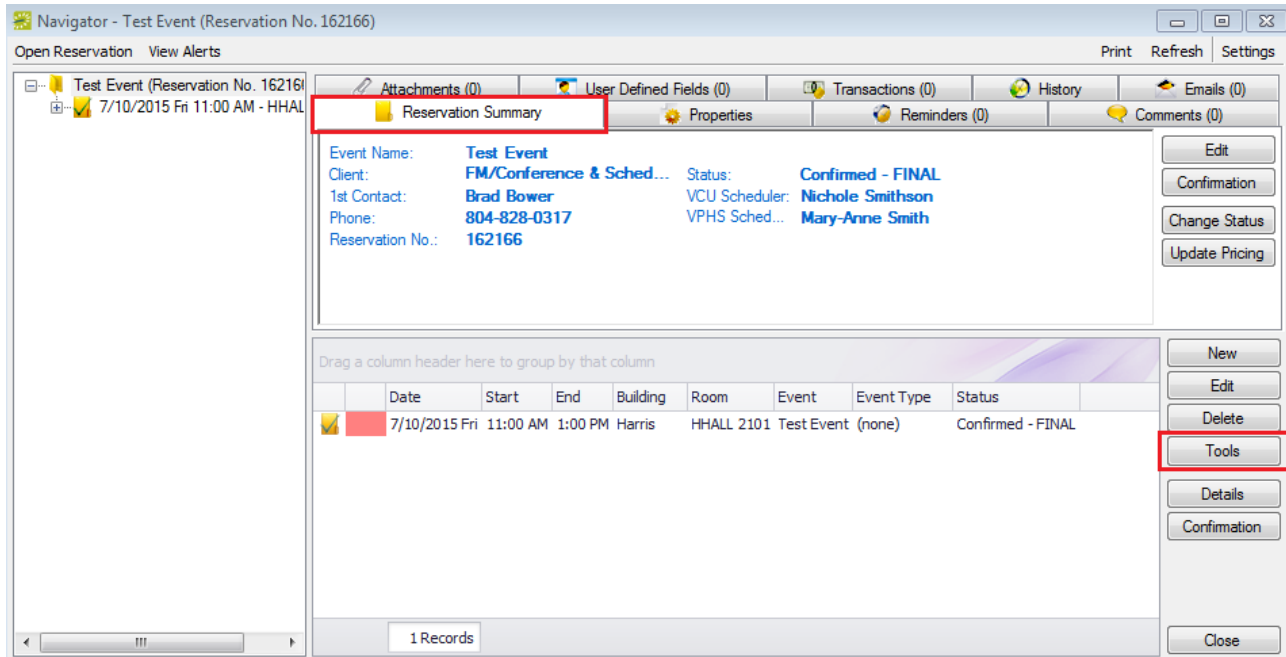


How to Move Bookings in EMS

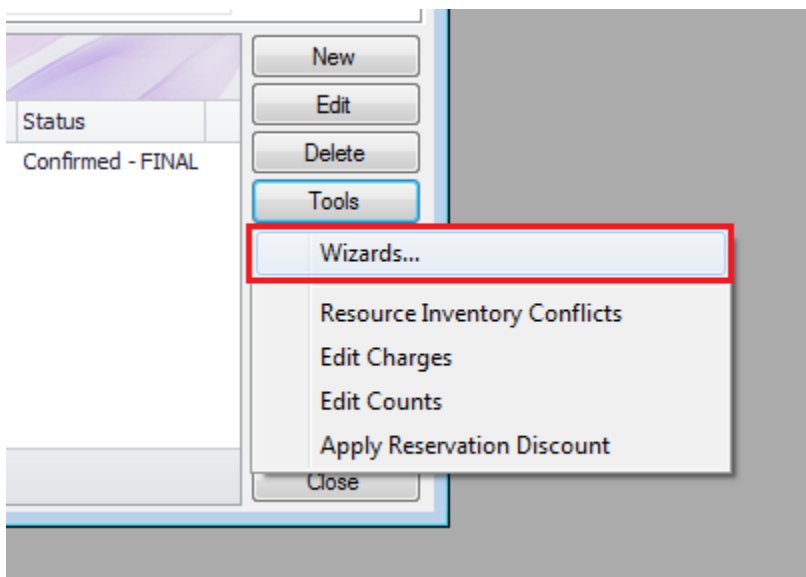
This tool is helpful if you want to move bookings to a new or existing reservation.

If you have multiple bookings under one reservation, it is possible to just move all of the bookings or just one booking onto another reservation.

1. Open the reservation of the booking you wish to move. Once you have the reservation information box open, make sure you are on the “Reservation Summary” tab. Select “Tools.”



2. Select “Wizards.”



3. The “Pick A Wizard” information box will appear. Select “Move Bookings” and click “Next.”

(Reservation No. 162166) - Pick A Wizard

Reservation

- Copy Reservation [Copy a Reservation.](#)

Bookings

- Change Booking Date/Time [Change Booking date and/or time information.](#)
- Change Booking Status [Change Booking status.](#)
- Change Rooms [Change Rooms on Bookings.](#)
- Change Miscellaneous Booking Information [Change miscellaneous Booking information.](#)
- Move Bookings [Move Bookings to a new or existing Reservation.](#)
- Copy Bookings [Copy Bookings to a new or existing Reservation.](#)

Booking Details

- Copy Booking Details [Copy Booking Details to existing Bookings.](#)
- Add Booking Details [Add Booking Details to existing Bookings.](#)
- Delete Booking Details [Delete Booking Details from existing Bookings.](#)

Booking Detail Items

- Add Items [Add Booking Detail Items to existing Booking Details.](#)
- Delete Items [Delete Booking Detail Items from existing Booking Details.](#)

4. You should have the reservation number of the existing reservation you would like to move your booking to. Enter that in “Existing Reservation” and click “Next.” For this example, I know I would like to move this booking to reservation 162140.

(Reservation No. 162166) - Move Bookings

Move Bookings to:

- Existing Reservation
- New Reservation

5. Select the reservation and click “Finish.” Your reservation will automatically update with all of the bookings you moved under one reservation.

(Reservation No. 162166) - Move Bookings

Select Bookings:

Date	Weekday	Start	End	Building	Room	Event	Status	Service Orders
7/10/2015	Fri	11:00 AM	1:00 PM	Harris	HHALL 2101	Test Event	Confirmed - FINAL	Yes

Hide Cancelled Bookings: Hide Old Bookings: