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.”

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