

Move Sharers

Sharers can now be setup in the following ways in the Move Sharers feature:

1. 2 regular reservations (either in-house guests or reservations) can be linked so that one of them is a sharer of the other.
Go to the Move Sharers feature in the Hotel Management menu. Choose the guest to be moved. If the guest is not in-house (they are a reservation), you will have to search by guest name. This guest will become the sharer. Next you will choose the guest they will be linked to. This will become the main account. Again, if the reservation you are linking to is not in-house you will have to search by guest name. If the reservations being linked have different room types the room type of the shared reservation will be changed to match that of the main folio. As well the arrival/departure date of the new sharer will be set to match that of the main folio. See step #4 below to modify the dates of the sharer.
2. A sharer can be separated from a reservation and joined to another.
Go to the Move Sharers feature in the Hotel Management menu. Choose the sharer you wish to modify. As above if the sharer is still a reservation you will need to look them up by their name. Next choose the reservation you wish to link them to.
3. A sharer can be separated from a reservation and given its own room number. Go to the Move Sharers feature and choose the sharer you are trying to modify. When you get to the next look-up field, press Enter on the top choice (**Search by Guest Name or Select Empty Room**) then press Enter again on the top choice (**Select Empty Room**) until you are brought to a list of room numbers. Choose the room number you wish to place them in. If the room is not available for these dates you will be informed.
4. A sharer can have arrival and departure dates different than those of the main account.
Once a sharer is created, you can modify their arrival and/or departure date. The dates do not have to match those of the main reservation. However the arrival date of the main folio can't be later than any of the sharers. The arrival and departure dates are modified in the Reservations or Edit In House Guest functions.
5. As long as the sharer and the main account are arriving on the same day, the shared account can be checked in before the main account. Whichever account is checked in first becomes the main account. The main account can be checked out before the sharer. In this case the shared account will then become the main account.