Showing Completed Bookings on the Availability Chart

It is fast and easy to learn about previous month's bookings and occupancy trends by keeping all the Completed bookings on the Availability screen. To do this:

1. Choose Parameters from the BookingCenter menu or click Shift U.
2. Open the System Configurations window and click EDIT.
3. Click the box that says "Display Completed Bookings". Click SAVE.