

# How to Increase or Decrease a Block

The following article explains how to add or remove room inventory from a group block.

To increase or decrease the number of rooms being held in a Group Block, open the Group Wizard for the desired group and go to the Block Tab. Your current block will be displayed on the screen. Check the **Edit Mode** box located in the bottom left hand corner of the screen.

Group Wizard

1. Primary 2. Rates 3. **Block** 4. Guest Services 5. Rooming List 6. Check-In 7. Check-Out 8. Notes

Display For  
11-Dec-2020 ◀ Prev Next ▶ Refresh December ☒ Include Overbooking Limits ☐ REM Block Holds

Room Type	TOT	Avg Rate	Fri Dec 11				Sat Dec 12				Sun Dec 13			
			INV	BLK	PUP	RATE	INV	BLK	PUP	RATE	INV	BLK	PUP	RATE
> SQQ	9	\$95.00	9	0	0	\$100.00	1	8	0	\$85.00	9	0	0	\$100.00
SK	9	\$105.00	7	0	0	\$110.00	1	6	0	\$95.00	7	0	0	\$110.00
DQQ	6	\$120.00	5	0	1	\$125.00	0	6	1	\$110.00	6	0	0	\$125.00
DK	6	\$130.00	3	0	0	\$135.00	3	0	0	\$120.00	3	0	0	\$135.00
EKS	6	\$330.00	5	0	1	\$335.00	4	2	1	\$320.00	5	0	1	\$335.00
Total			29	0	2		9	22	2		30	0	1	
PROPERTY			29				9				30			

**Edit Mode** ☐ Enable overbooking ☐

Group: Smith/Jones Wedding

Enter the new block numbers into **BLK** columns of the calendar and select **Post** to save changes.

**NOTE:** Always ensure there are enough rooms in the Inventory (INV) column when adding rooms to a block.

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Group Wizard

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Prev
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			INV	BLK	PUP	REM	RATE	INV	BLK	PUP	REM	RATE	INV	BLK	PUP	REM	RATE
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DQQ	6	\$120.00	5	0	1	-1	\$125.00	0	6	1	5	\$110.00	6	0	0	0	\$125.00
DK	6	\$130.00	3	0	0	0	\$135.00	3	3	0	0	\$120.00	3	0	0	0	\$135.00
EKS	6	\$330.00	5	0	1	-1	\$335.00	4	2	1	1	\$320.00	5	0	1	-1	\$335.00
Total			29	0	2	-2		9	22	2	20		30	0	1	-1	
PROPERTY			29					9					30				

Enable overbooking ☐

Post
Cancel

Group: Smith/Jones Wedding