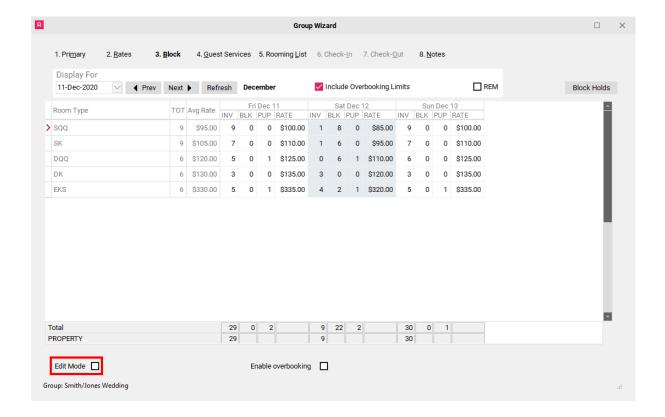
How to Increase or Decrease a Block

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.



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.

