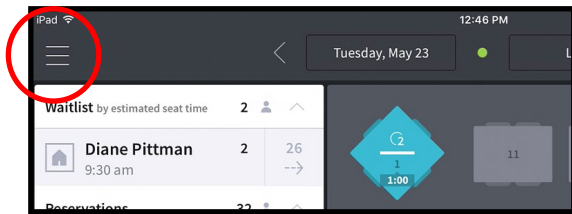




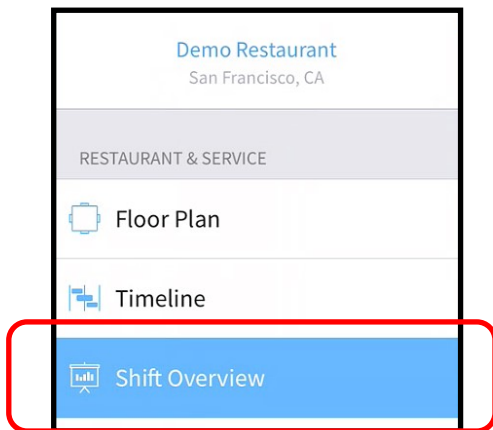
Blocking Same-Day Online Reservations in GuestCenter

Same-day online reservations can be temporarily blocked directly from the GuestCenter iPad app. Reservations can only be blocked for the current day. If looking to block reservations for future days, a Special Day will need to be created on the GuestCenter website.

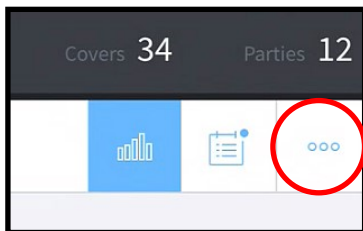
1. Tap the Menu button in upper left corner of the GuestCenter iPad app.



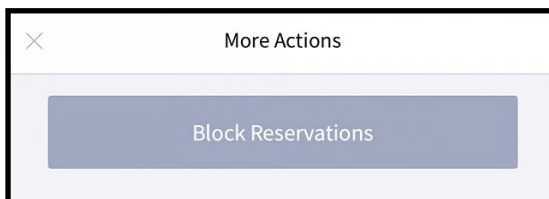
2. Tap Shift Overview.



3. Tap the ellipsis (three dots) in the upper right corner.

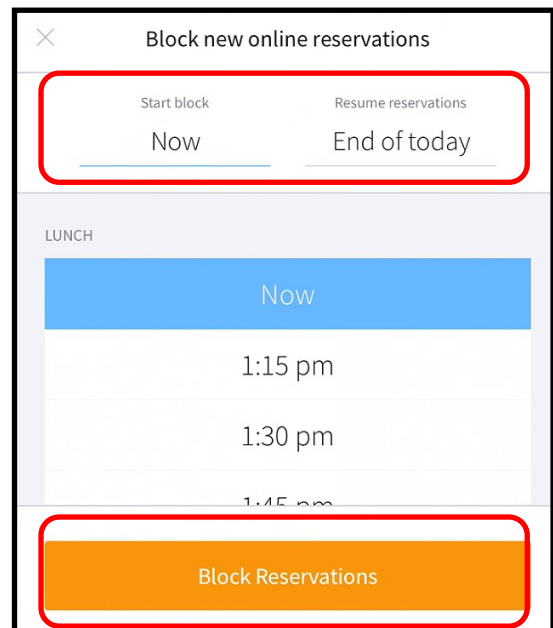


4. Tap the Block Reservations box.

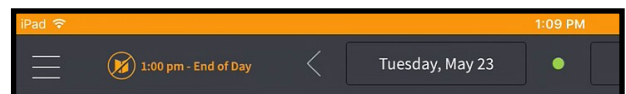


5. Set up the blocking parameters. Reservations can be blocked immediately by starting the block "Now" or can be started at a later time during the day. Reservations can resume at the "End of Today" or a specified time. Tap on "Start block" and "Resume reservations" to adjust the times.

6. Once times are assigned, tap the orange "Block Reservations" box.



7. An orange line and blocking times will appear at the top of the iPad app indicating that a reservation block is in place.



****The reservation block can be resumed or adjusted by following the same process.****