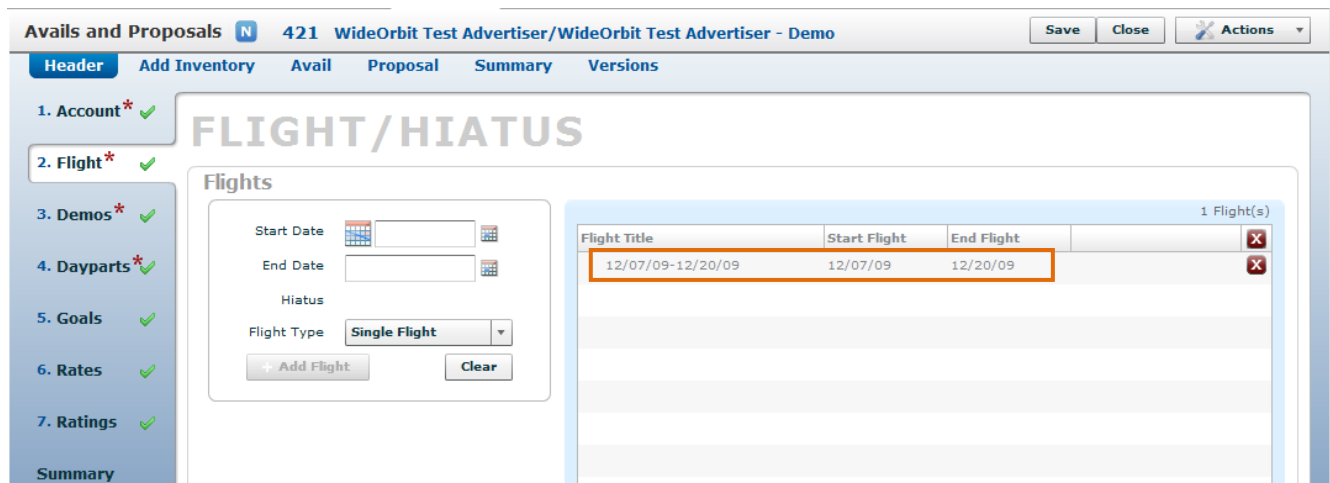


## Editing Flight Dates in Avails and Proposals

When flight dates are changed in an Avail or Proposal, *WO Sales* offers three options for handling rates and units.


### Opportunities/Avails and Proposals

- Open an existing version or a copied version of an Avail or Proposal to change flight dates.



### Header tab/Flight

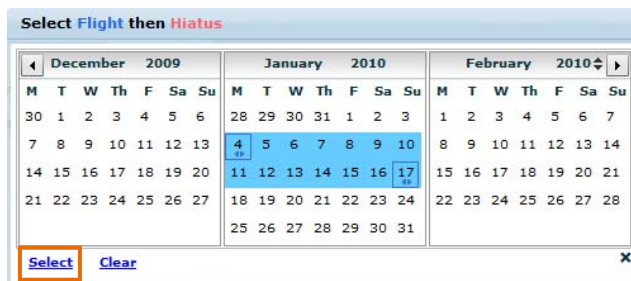
- Existing flights are listed on the right side of the page.
- Double click on a flight from the list in order to open the flight selection calendar.

*Note:* Deleting a flight by clicking the  will remove all inventory associated with the flight, hence all rates and units as well.



- Click **Clear** to remove existing dates.

*Note:* Utilize arrows at the top of the window to navigate forward and backward in time. And resize the window to display more or fewer months by dragging a corner of the window.



- Highlight new flight dates and click **Select**.

Start Date

End Date

Hiatus

Flight Type

**+ Update Flight**

- Click **+ Update Flight** and the system presents multiple options in a Shift Flight dialogue box.

**Shift Flight** X

Do you want to shift/clear Rates and Units for this flight?

Shift Clear Keep

Rates: ☐ ☐ ☒

Units: ☐ ☐ ☒

- Clear** - Clears units to 0, rates are cleared and will reflect ratecard rates for the new dates.

01/04/10	01/11/10	01/18/10
Rate	Rate	Rate
\$100	\$200	\$300
1	2	3

03/01/10	03/08/10	03/15/10	03/22/10
Rate	Rate	Rate	Rate
\$100	\$200	\$300	\$475
1	2	3	0

- Shift** – Moves original weeks' rates and units to corresponding new weeks based on number of weeks. Additional weeks will reflect 0 units and ratecard rates.

The illustration to the left displays an original 3 week flight in January. When shifted to a new 4 week flight, rates and units move week 1 to week 1, week 2 to week 2, etc. regardless of new dates. Added weeks contain 0 units and reflect rate card rates for the new dates.

- Keep** – Rates and units are kept in weeks they were originally scheduled in based solely on date. Weeks that did not have rates/units specified in original flight will reflect 0 units and ratecard rates.

The illustration to the right displays an original 3 week flight in January. The new flight starts one week later. Rates and units have remained in their original weeks and the new third week reflects 0 units and ratecard rates for that week.

01/04/10	01/11/10	01/18/10
Rate	Rate	Rate
\$100	\$200	\$300
1	2	3

01/11/10	01/18/10	01/25/10
Rate	Rate	Rate
\$200	\$300	\$475
2	3	0