

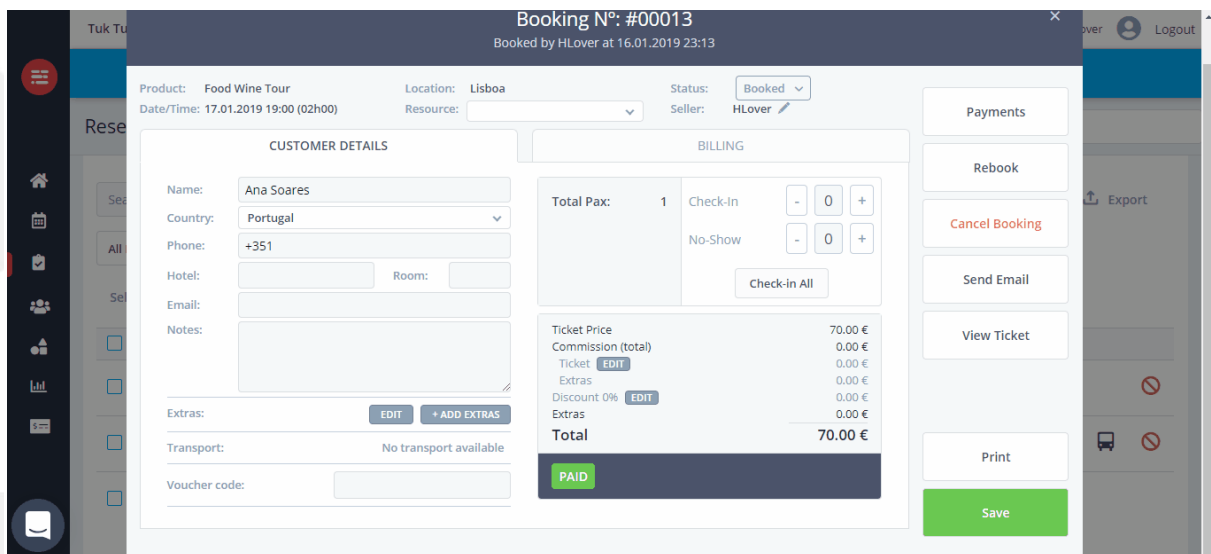


## Como reagendar uma reserva?

Se por algum motivo precisar de reagendar um reserva, eis como deve proceder:

Ao entrar na reserva a ser reagendada, clique no botão “Rebook”, será direcionado para uma página com as datas possíveis para reagendar a atividade.

Selecione a data para onde pretende reagendar a reserva e para concluir, salve as alterações.



The screenshot displays a booking management interface for a 'Food Wine Tour' in Lisbon. The booking is for 'Ana Soares' on 17.01.2019 at 19:00. The interface includes sections for 'CUSTOMER DETAILS', 'BILLING', and a sidebar with action buttons. The 'Rebook' button is highlighted in the sidebar.

CUSTOMER DETAILS	
Name:	Ana Soares
Country:	Portugal
Phone:	+351
Hotel:	Room:
Email:	
Notes:	
Extras:	<input type="button" value="EDIT"/> <input type="button" value="+ ADD EXTRAS"/>
Transport:	No transport available
Voucher code:	

BILLING	
Total Pax:	1
Check-In:	<input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="Check-in All"/>
No-Show:	<input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="Check-in All"/>
Ticket Price	70.00 €
Commission (total)	0.00 €
Ticket	0.00 €
Extras	0.00 €
Discount 0%	0.00 €
Extras	0.00 €
<b>Total</b>	<b>70.00 €</b>

PAID

- Payments
- Rebook
- Cancel Booking
- Send Email
- View Ticket
- Print
- Save

A reserva ficará automaticamente reagendada para a nova data.