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FareHarbor
webinars
FareHarbor 101:
Utilizing the Dashboard's Availability Updater

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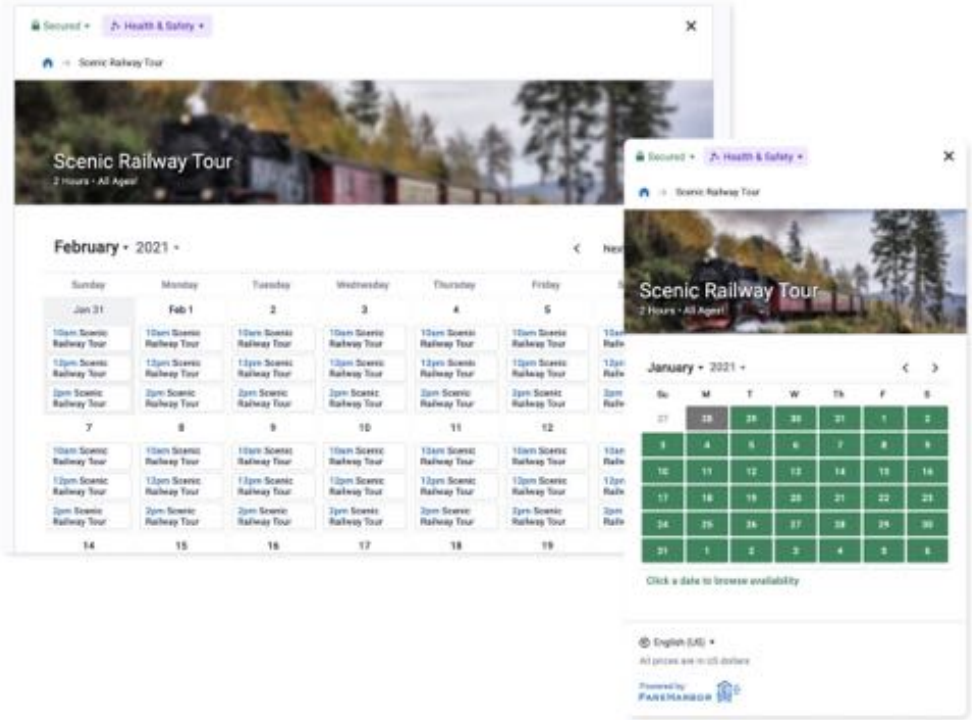
# Today's Agenda

- Availability Updater 101
- Booking Tab vs Individual Item
- Dashboard Examples

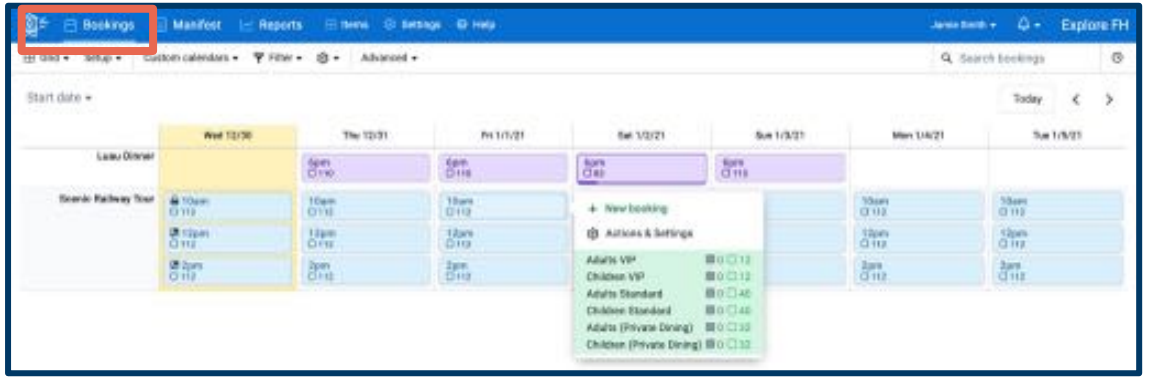
# Availability Updater 101

# What is an availability?

A specific date and time that an item can be booked



## Bookings Tab

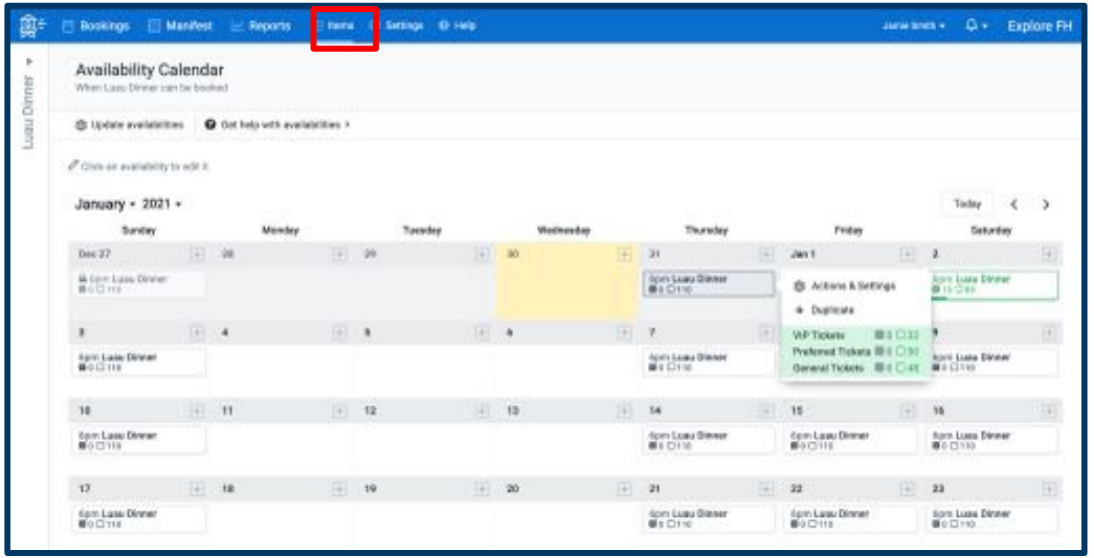



Where can you find an availability?

How to get there:

1. Click on bookings tab
2. On the white header bar, click on **Advanced**
3. Click **Update Availabilities**

Where can you find an availability?

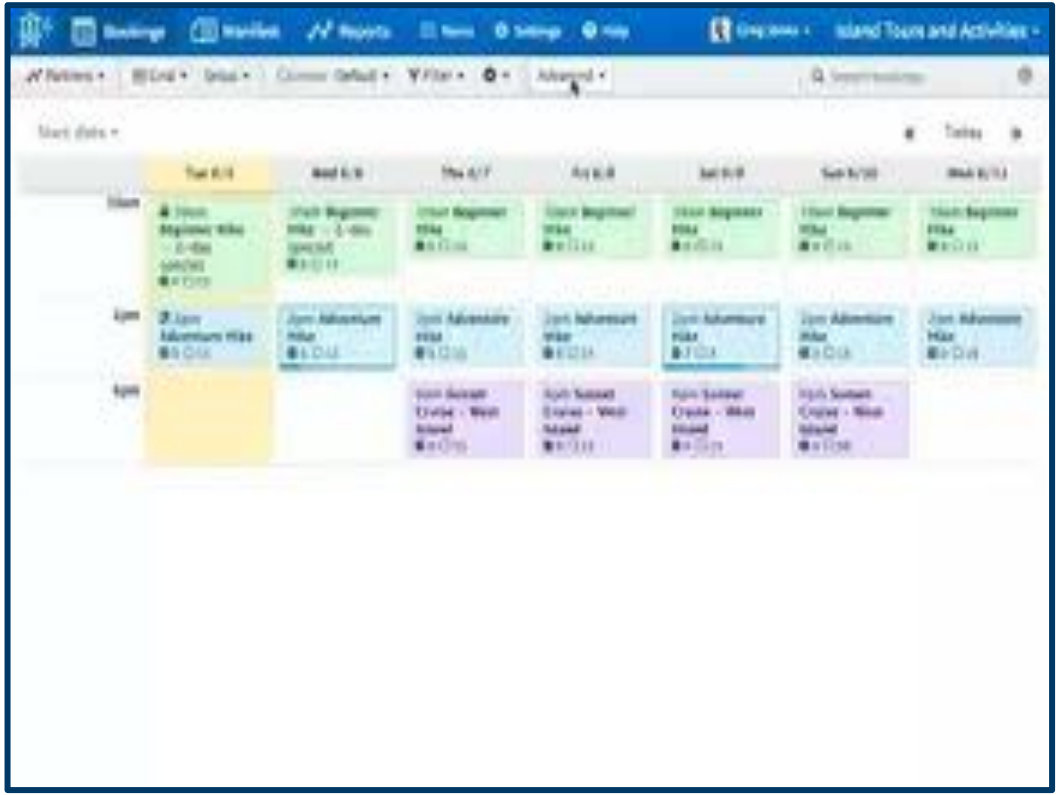



How to get there

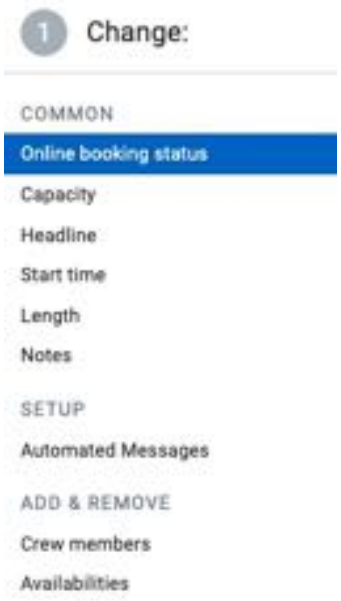
1. On the blue header bar, click on **Items**.
2. Select the item you want to edit.
3. On the left-side panel, click on **Calendar**
4. Click on the pencil icon stating **Update Availabilities**.

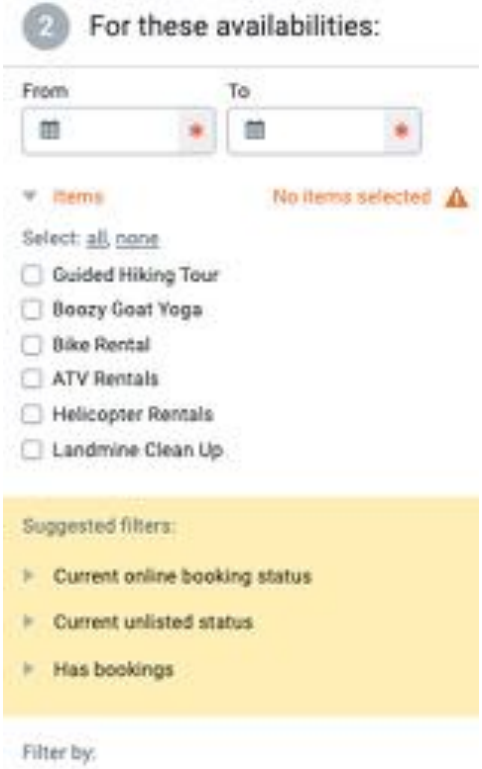
# What is the availability updater?

The **availability updater** allows you to make changes to multiple availabilities at once, across different items in your Dashboard.



# The 3 Availability Columns

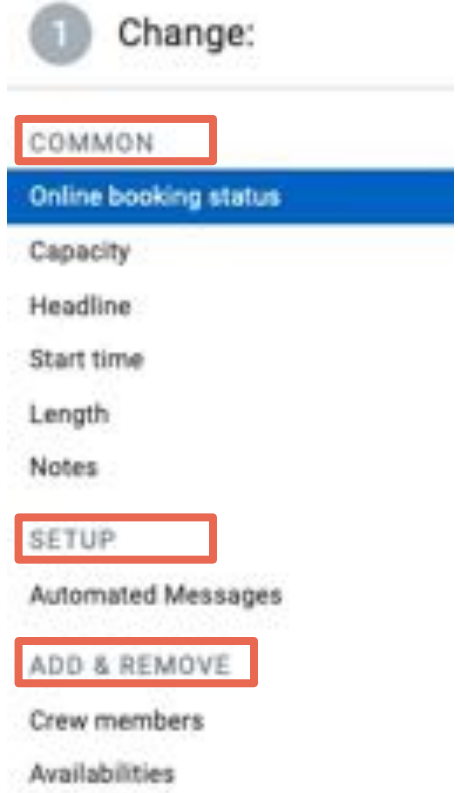


# Choose What To Change

Choose the availability setting you want to update. Settings are organized into three main categories:

- **Common:** online booking status, capacity, headline, start time, length
- **Setup** (the options here will depend on what features have been enabled in your Dashboard): customer types, whole-booking custom fields, resource requirements, pickup route
- **Add & Remove:** crew members, availabilities

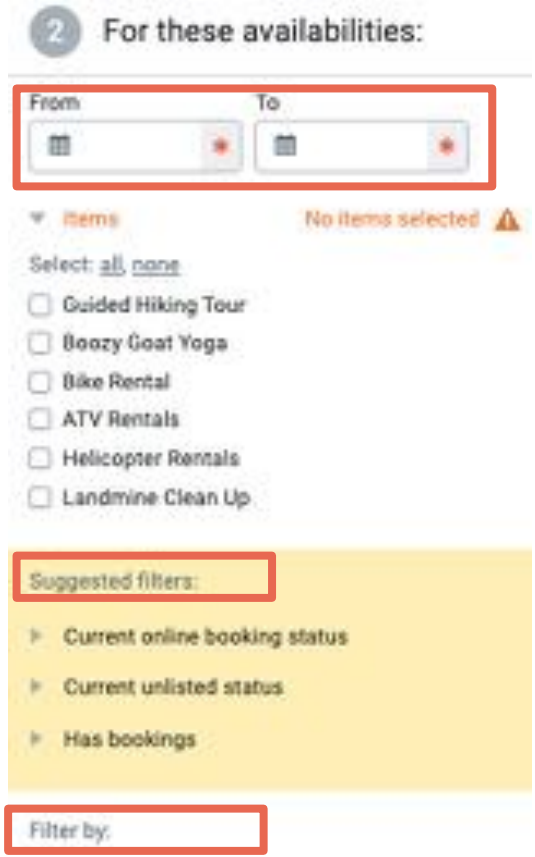


# Choose Which Availabilities to Update

Choose which availabilities you want to update by adjusting:

- Date Range
- Items (in the Bookings Tab)
- Suggested Filters
- Other FIlters

**Note:** If you are using the availability updater from a specific item's settings, you won't see the Items filter. To update availabilities across multiple items at once, access the availability updater the bookings section of your dashboard

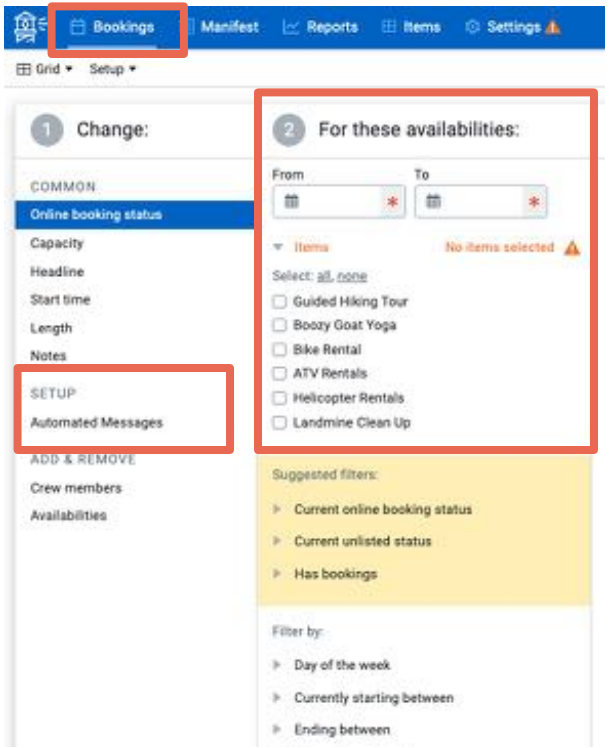


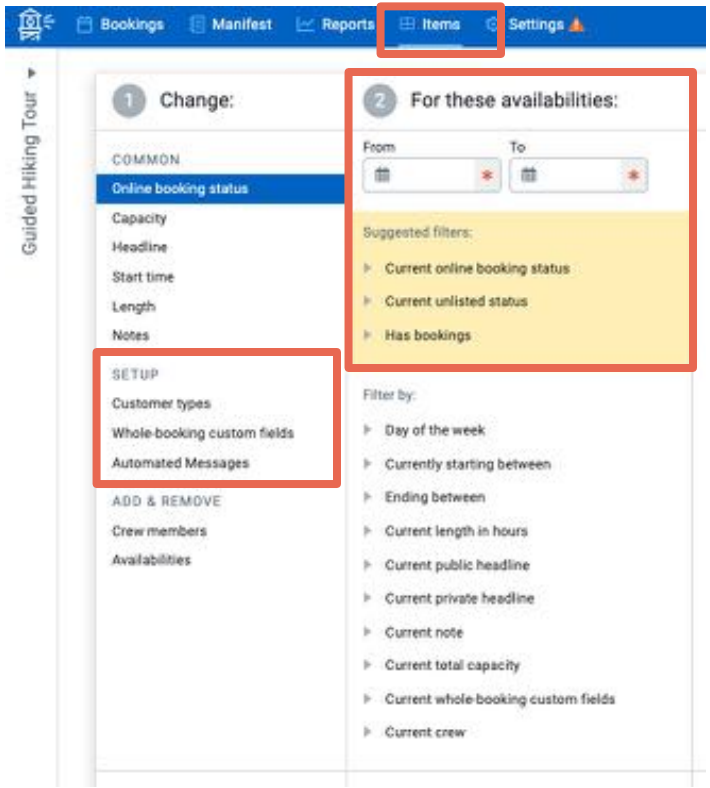
# Choose Desired Outcome

Choose the new setting for your selected availabilities. The options here will vary depending on what you selected in the first step.

# Booking Tab vs Individual Item

# The Differences



# Poll

## What change(s) do you use most for your availabilities?

- ➔ Booking Status
- ➔ Length
- ➔ Start Time
- ➔ Capacity

# Dashboard Examples

## What we will Cover

Availability Add
Availability Booking Status
Customer Types
Capacity
Time Length
Single or Mass Remove of Availability
How to Send a Request
(Add Availabilities to Calendars)
Support Ticket Form

# Thank you!

# resources

FareHarbor compass

**Have you checked out Compass recently?**

**Login to Compass** for guides on PPC, Google, SEO, content writing, industry insights and more!

**To get you started, here are a few to follow up this webinar:**

- Your Top Support Questions, Answered
- FH Terminology Part 1: Dashboard & Booking Topics

## FareHarbor Support

Please contact our **24/7 Support** if you have any questions pertaining to your dashboard!

**Email**: support@fareharbor.com

**Phone**: (855)495-5551

## Help Docs

Fareharbor **help docs** can be found on your dashboard in the dropdown menu!

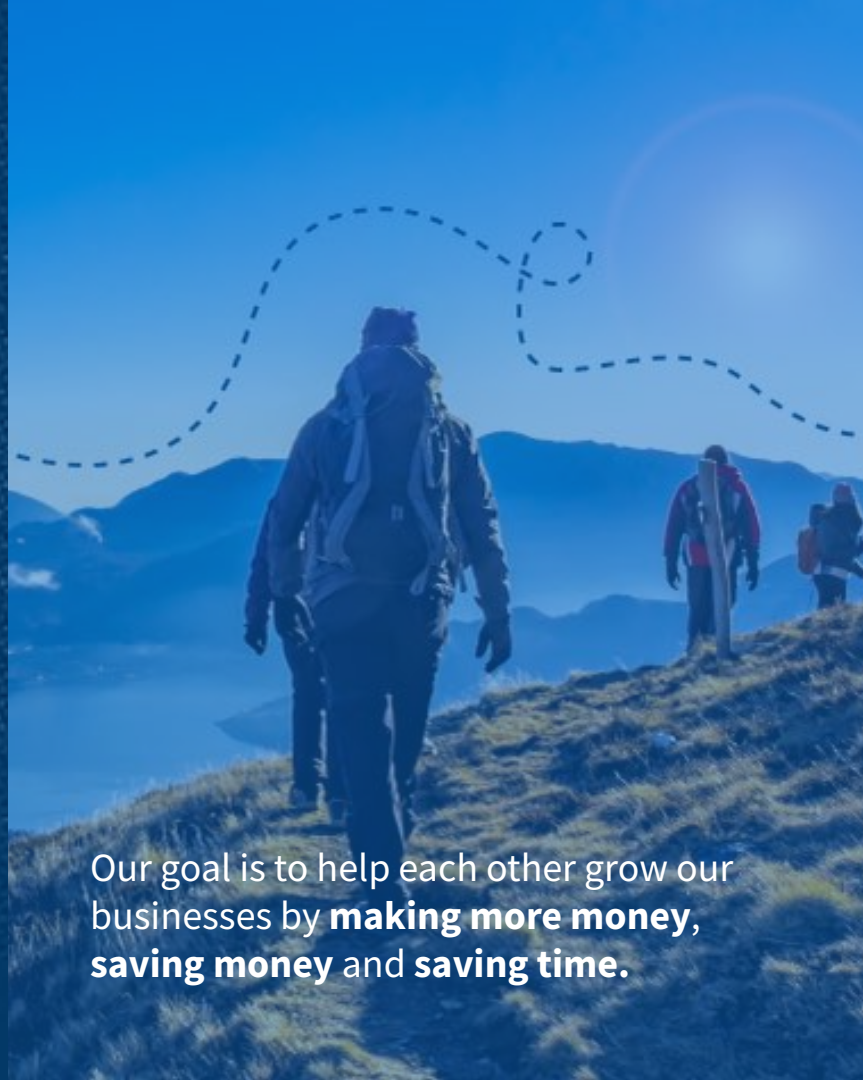
FAREHARBOR

# community

Check out **FareHarbor's Official Community** page on Facebook!

Join us at **Fareharbor.com/community**

Here you'll get to interact with our **FareHarbor experts** and with your fellow **tour/activity/attraction business owners** of all experience levels.



Our goal is to help each other grow our businesses by **making more money**, **saving money** and **saving time.**

# Q & A