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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



A specific date and time that an item can be booked

What is an availability?

The screenshot displays a booking interface for a "Scenic Railway Tour". At the top, there are navigation elements: "Secured" with a checkmark, "Health & Safety" with a shield icon, and a close button "X". Below this is a breadcrumb trail "Home > Scenic Railway Tour" and a header image of a train with the text "Scenic Railway Tour" and "2 Hours - All Ages".

The main content is a calendar for February 2021. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday. The dates are arranged in a grid. Each date cell contains a list of tour times: 10am, 12pm, 2pm, and 3pm. For example, on Feb 1 (Monday), the times are 10am, 12pm, 2pm, and 3pm. The text "Scenic Railway Tour" is repeated for each time slot.

Below the February calendar is a smaller calendar for January 2021, showing dates from 27 to 31. The text "Click a date to browse availability" is positioned below the January calendar.

At the bottom right, there is a language selector "English (UK)" and a note "All prices are in US dollars". The logo for "FAREHANGER" is also visible.



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

1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

Notes

SETUP

Automated Messages

ADD & REMOVE

Crew members

Availabilities

2 For these availabilities:

From

To

▼ items

No items selected ⚠

Select: [all](#) [none](#)

Guided Hiking Tour

Boozy Goat Yoga

Bike Rental

ATV Rentals

Helicopter Rentals

Landmine Clean Up

Suggested filters:

▶ Current online booking status

▶ Current unlisted status

▶ Has bookings

Filter by:

3 To:

Online booking status

Unlisted status



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



1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

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SETUP

Automated Messages

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



2 For these availabilities:

From To

▼ items No items selected

Select: [all](#), [none](#)

- Guided Hiking Tour
- Boozy Goat Yoga
- Bike Rental
- ATV Rentals
- Helicopter Rentals
- Landmine Clean Up

Suggested filters:

- ▶ Current online booking status
- ▶ Current unlisted status
- ▶ Has bookings

Filter by:

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.

3 To:

Online booking status

▼ 

Unlisted status

Do not change ▼



Booking Tab vs Individual Item



The Differences

This screenshot shows the 'Bookings' interface. The 'Bookings' menu item is highlighted in the top navigation bar. The main content area is divided into two sections: '1 Change:' and '2 For these availabilities:'. The '2 For these availabilities:' section is highlighted with a red box and contains a 'From' and 'To' date picker, a list of items with checkboxes, and a 'Suggested filters' section. The 'SETUP' section on the left is also highlighted with a red box and contains 'Automated Messages'.

1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

Notes

SETUP

Automated Messages

ADD & REMOVE

Crew members

Availabilities

2 For these availabilities:

From To

Items No items selected

Select: all none

Guided Hiking Tour

Boozy Goat Yoga

Bike Rental

ATV Rentals

Helicopter Rentals

Landmine Clean Up

Suggested filters:

- Current online booking status
- Current unlisted status
- Has bookings

Filter by:

- Day of the week
- Currently starting between
- Ending between

This screenshot shows the 'Items' interface. The 'Items' menu item is highlighted in the top navigation bar. The main content area is divided into two sections: '1 Change:' and '2 For these availabilities:'. The '2 For these availabilities:' section is highlighted with a red box and contains a 'From' and 'To' date picker, a 'Suggested filters' section, and a 'Filter by:' section. The 'SETUP' section on the left is also highlighted with a red box and contains 'Automated Messages'.

1 Change:

COMMON

Online booking status

Capacity

Headline

Start time

Length

Notes

SETUP

Customer types

Whole-booking custom fields

Automated Messages

ADD & REMOVE

Crew members

Availabilities

2 For these availabilities:

From To

Suggested filters:

- Current online booking status
- Current unlisted status
- Has bookings

Filter by:

- Day of the week
- Currently starting between
- Ending between
- Current length in hours
- Current public headline
- Current private headline
- Current note
- Current total capacity
- Current whole-booking custom fields
- Current crew



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!





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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](https://www.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

