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

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Today's Agenda

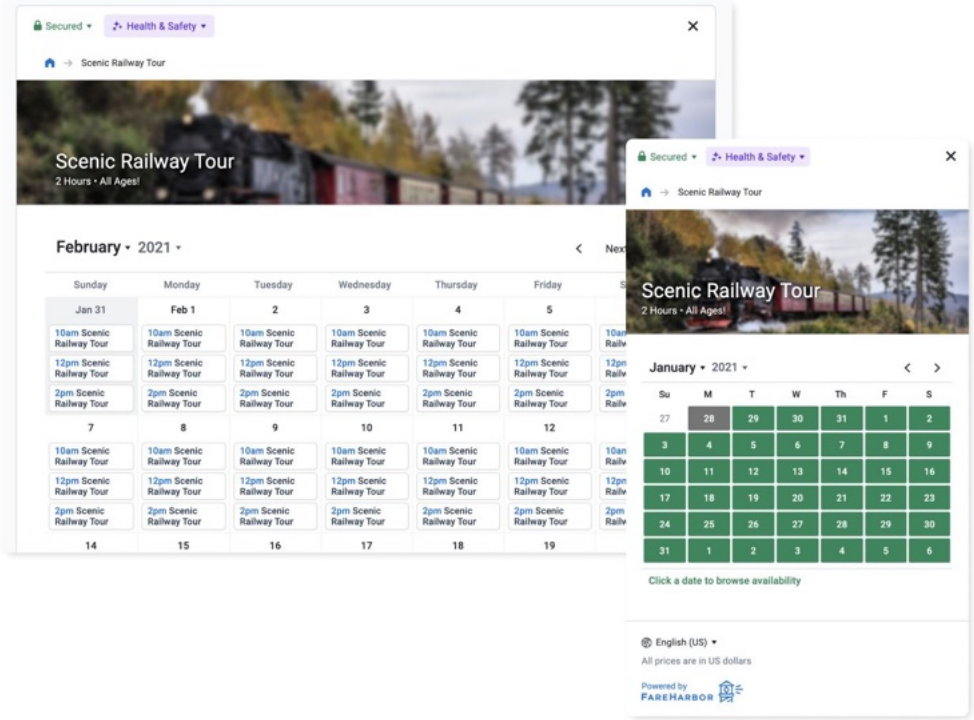
Availability Updater 101

Submit an Example

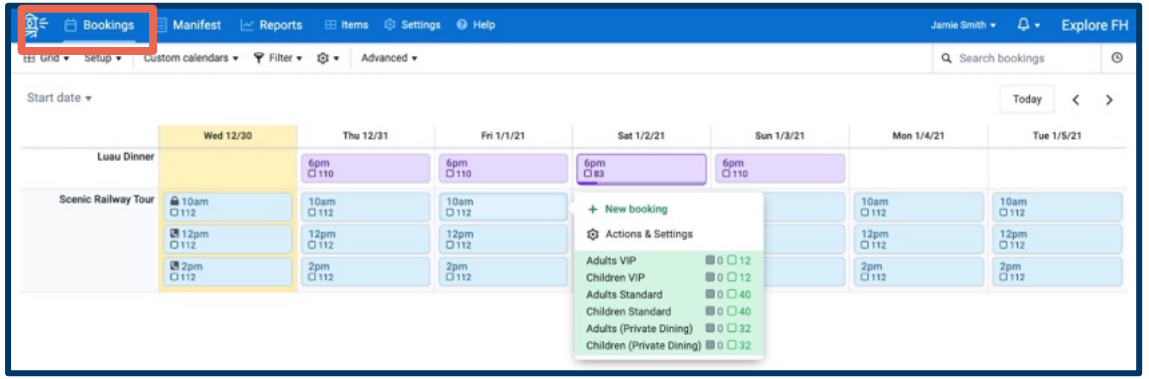
Availability Updater 101

What is an availability?

A specific date and time that an item can be booked



Bookings Tab



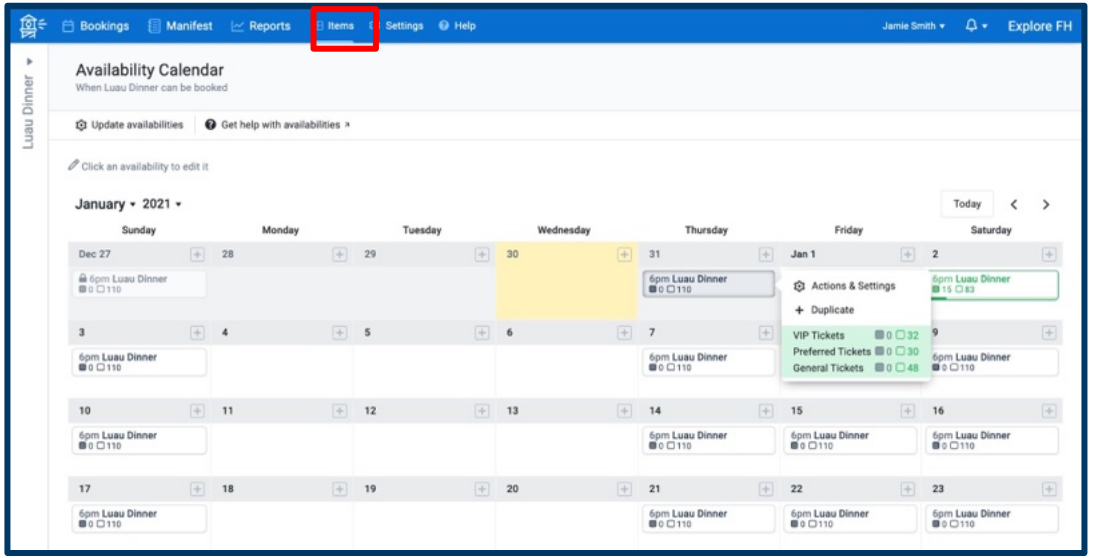
Where can you find an availability?

How to get there:

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

Items Tab

Where can you find an availability?

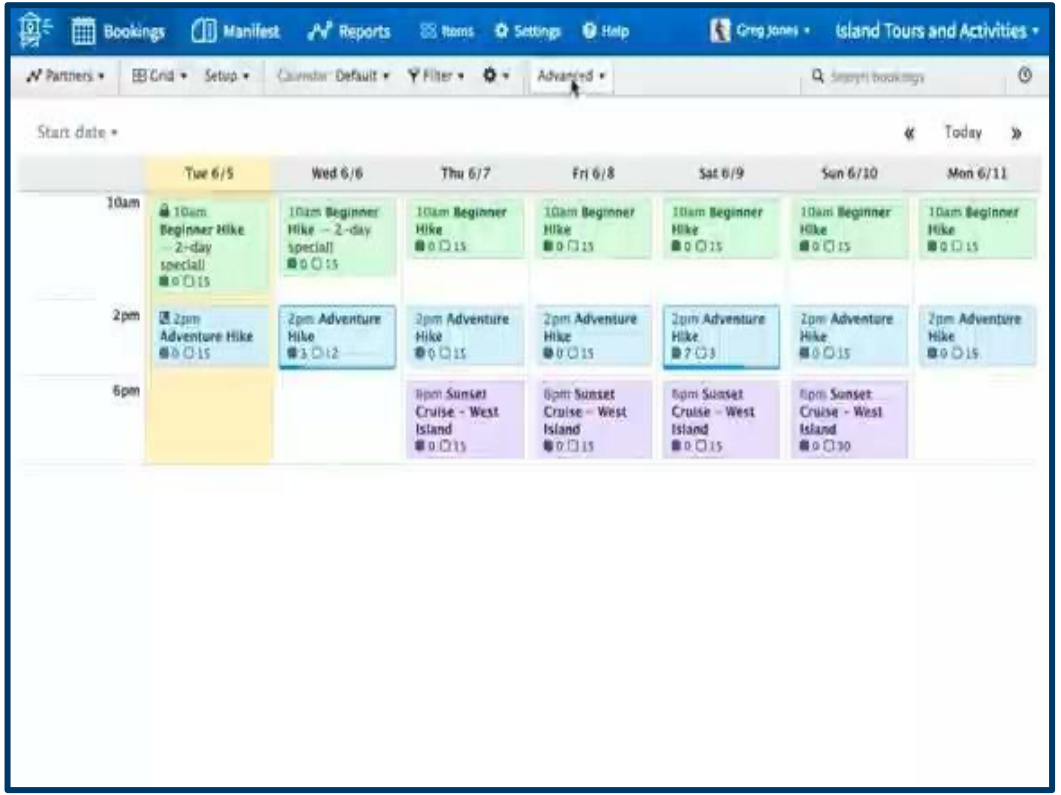


How to get there

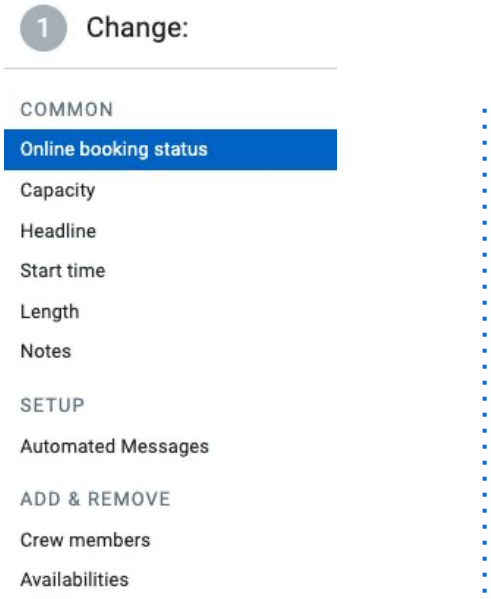
1. On the blue header bar, click on **Items**.
2. Select the item you want to edit.
3. On the left-side panel, click on **Calendar**
4. Click on the pencil icon stating **Update Availabilities**.

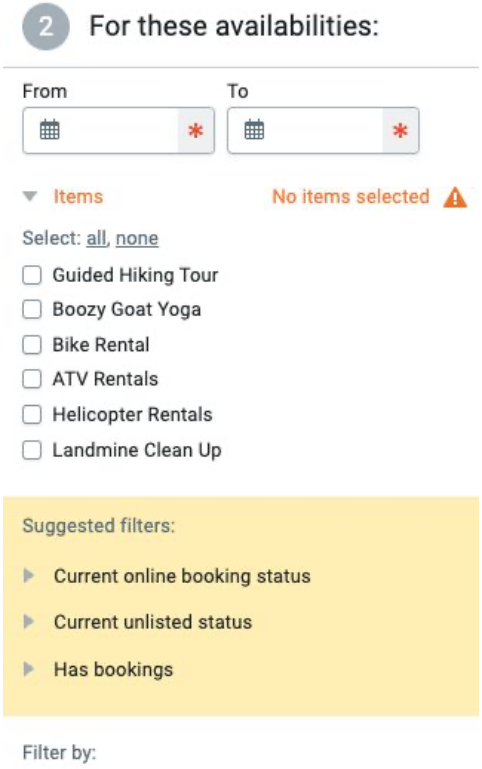
What is the availability updater?

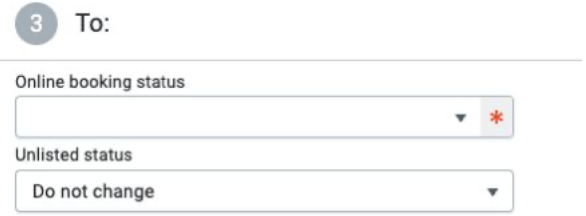
The **availability updater** allows you to make changes to multiple availabilities at once, across different items in your Dashboard.



The 3 Availability Columns



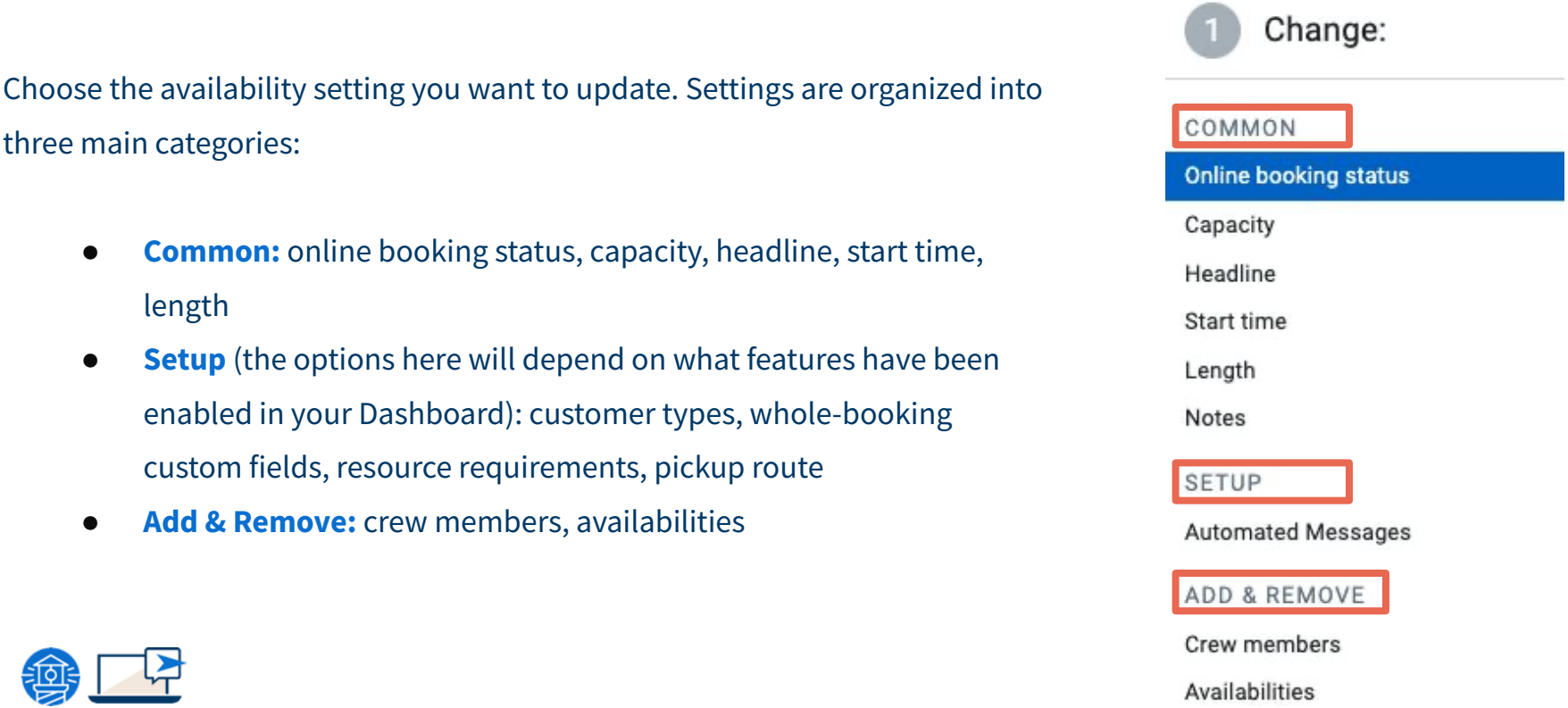




Choose What To Change

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

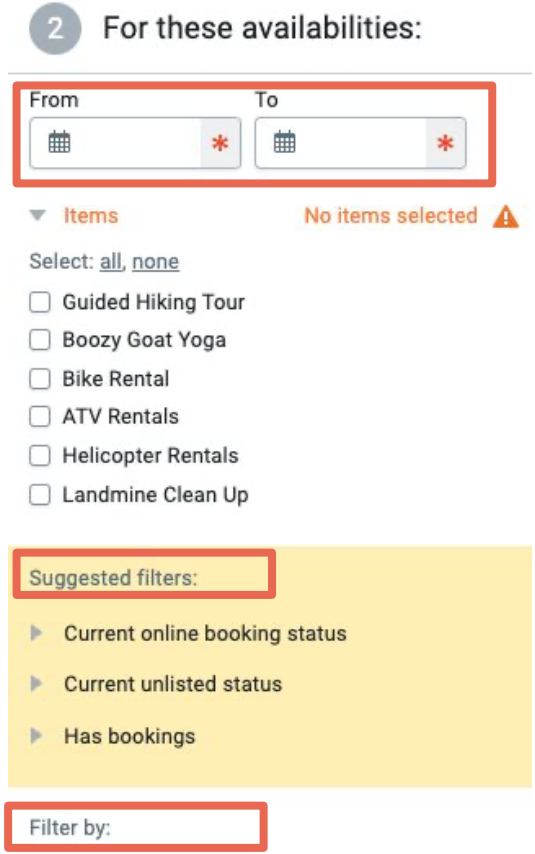


Choose Which Availabilities to Update

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.

Thank you!

resources

FAREHARBOR compass

Have you checked out Compass recently?

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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!

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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