

[MHub Support](#) > [Showroom](#) > [Projects](#)



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What settings are there in the Change Unit feature?

8 months ago · Updated

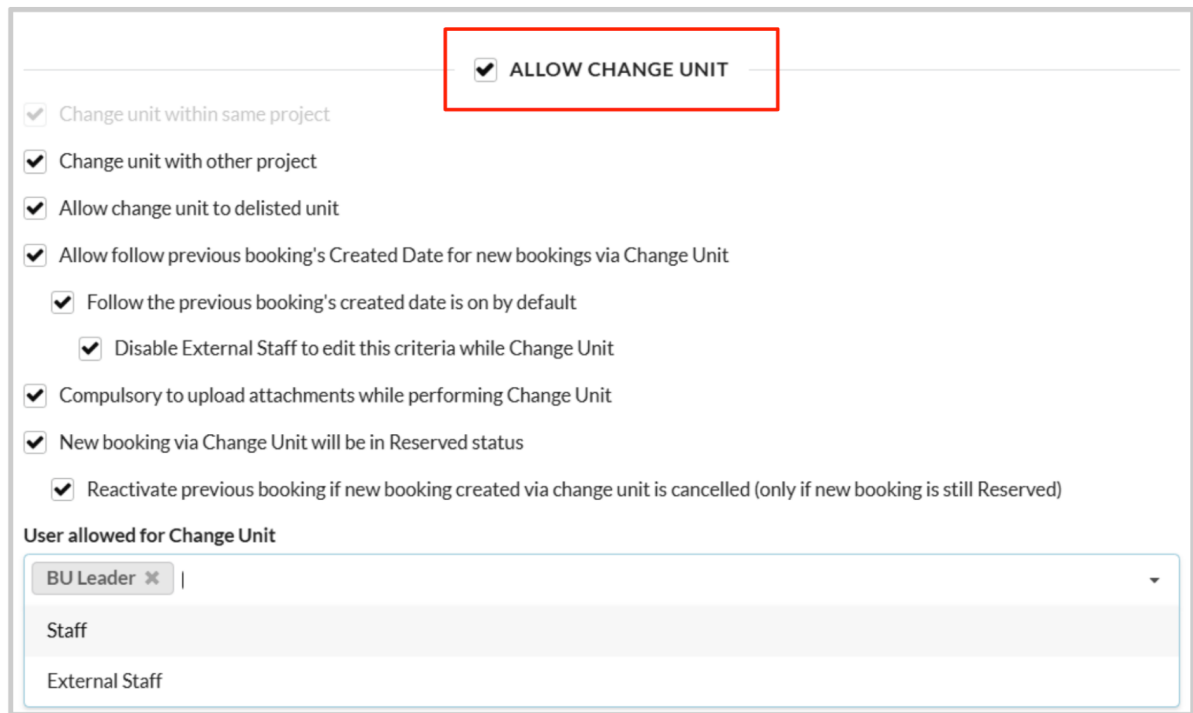
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MHub Showroom offers the flexibility to change unit reservations, allowing customers to modify their choices if necessary.

Enabling Change Unit Feature:

1. **Access Project Settings:** Go to "**Projects**" > (Project Name) > "**Edit**"

2. **Navigate to Booking Setup:** Click "[Booking Setup](#)" in the left menu bar.



☒ **ALLOW CHANGE UNIT**

☒ Change unit within same project

☒ Change unit with other project

☒ Allow change unit to delisted unit

☒ Allow follow previous booking's Created Date for new bookings via Change Unit

☒ Follow the previous booking's created date is on by default

☒ Disable External Staff to edit this criteria while Change Unit

☒ Compulsory to upload attachments while performing Change Unit

☒ New booking via Change Unit will be in Reserved status

☒ Reactivate previous booking if new booking created via change unit is cancelled (only if new booking is still Reserved)

User allowed for Change Unit

BU Leader ✕ |

Staff

External Staff

- **Configure Change Unit Options:**

- **Change Unit Within the Same Project (default):** Enable this option to allow users to change units within the current project.
- **Change Unit With Other Projects:** Enable this option to allow users to change units across different projects.
- **Allow change unit to Delisted Units:** Enable this option to allow users to change to delisted units.
- **Allow follow previous booking's Created Date for new bookings via Change Unit** – Retains the original booking's created date for the new unit.
 - **Follow the previous booking's created date is on by default** – Ensures the previous booking's created date is automatically applied.
 - **Disable External Staff to edit this criteria while Change Unit** – Prevents external staff from modifying the created date setting.
- **Compulsory to upload attachments while performing Change Unit** – Requires attachments to be uploaded when changing a unit.
- **New booking via Change Unit will be in Reserved status** – Sets the new booking created via Change Unit to a "Reserved" status.
 - **Reactivate previous booking if new booking created via change unit is cancelled (only if new booking is still Reserved)** – Restores the original booking if the new booking is canceled while still in Reserved status.

User allowed for Change Unit – Allows specifying which users are permitted to perform the Change Unit action.

✓ Yes

✕ No

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