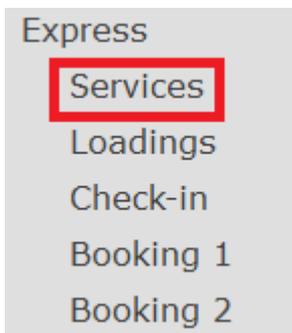


# Adding a Stop Sell to an Express Service

The purpose of this procedure is to detail the steps for adding a stop sell to an express service in CustomLinc. Adding a stop sell to an express service will also apply a stop sell to any of the associated sightseeing products if all associated services are stop sold.

Stop Sell can be used to disable bookings for services e.g. on a Total Fire Ban (TFB) day

1. From within CustomLinc click **Services** under the **Express** menu on the left of the screen



2. From the list of displayed express services, right click the required day and select **Stop Sell / Max Pax ...**

Service	Dep	We 11 Jan	Th 12 Jan	Fr 13 Jan	Sa 14 Jan
<b>Puffing Billy</b>					
15:15 LAK_BEL - UP: Lake...	15:15	2/250	0/250	0/250	2/250
14:45 GEM_BEL - UP: Gem...	14:45				5/176
14:00 LAK_BEL - UP: Lake...	14:00	2/250	0/2		
13:45 LAK_BEL - UP: Lake...	13:45				
12:45 LAK_BEL - UP: Lake...	12:45	8/250	0/2		
12:45 BEL_LAK - DOWN: B...	12:45	2/250	0/2		
11:45 #14 PASS - UP: Men...	11:45				
11:15 BEL_LAK - DOWN: B...	11:15	2/250	0/2		
11:15 BEL_GEM - DOWN: ...	11:15				
11:00 BEL_LAK - DOWN: B...	11:00				
10:00 BELM/CK - DOWN: ...	10:00				
10:00 BEL_LAKE - DOWN: ...	10:00	8/250	0/2		

Print Manifest... ▶

Print Tickets...

Email/ Fax Manifest...

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Make Booking

View Booking List

View Pax List

View Seating Plan(s)

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Show ▶

Sort ▶

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Assign Vehicle...

Build SRVs...

Loco/Car Allocation...

Stop Sell / Max Pax...

3. In the displayed window a date range can be specified to apply the stop sell over multiple service days if required.

Ensure the **Change the Status to...** checkbox is ticked and the **Status** dropdown changed to the appropriate option. Different options can be selected from this drop down if the stop sell is only required on particular sales channels. These include:

**Confirmed** - Bookings are fully enabled

**Stop Sold - All Channels** - Bookings are fully disabled

**Stop Sold - External Channels** - Bookings cannot be made online but can be made by Booking Offices and the CSC

**Stop Sold - Internal Channels** - Only online bookings can be made

Ensure that a reason has been added to the **Notes** field

Only the items selected will be modified across the specified Date Range.

**Step1**

From  to   
 Or... [Select Recurring Days...](#)

I want to...

Change the Status to...    
 Set max Pax to...

---

Set the Max on specific Fare Types  
 Set the Max on specific Options

---

**Notes**  
 Total fire ban day

4. Click the **Finish** button to save the changes
5. When prompted enter your CustomLinc credentials and click **OK**



**Audit Verification**

**Details**

Logon Id

Password

A stop sell has now been added the against the service. The service will be displayed as red in the schedule with an SS prefix

**SS0/250**

To remove the stop sell, this same process can be used and the status set to **Confirmed** instead.

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