



# Postponing a Group Booking

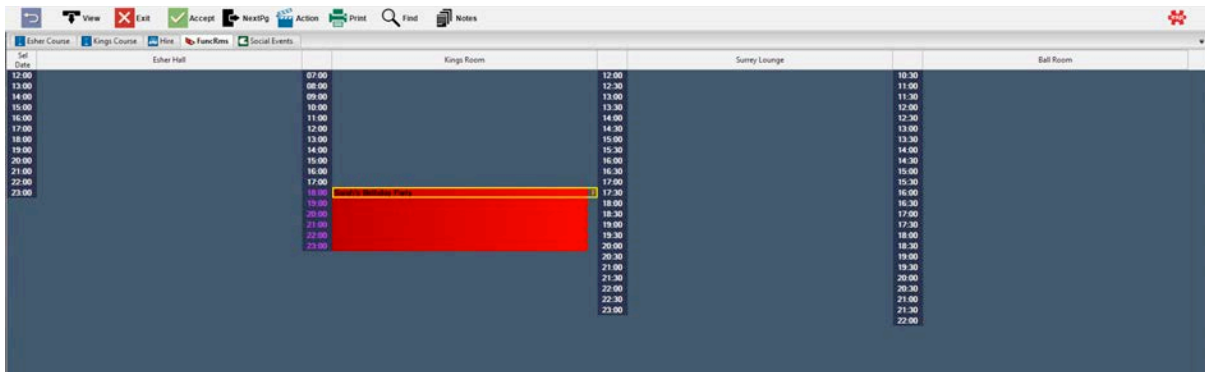
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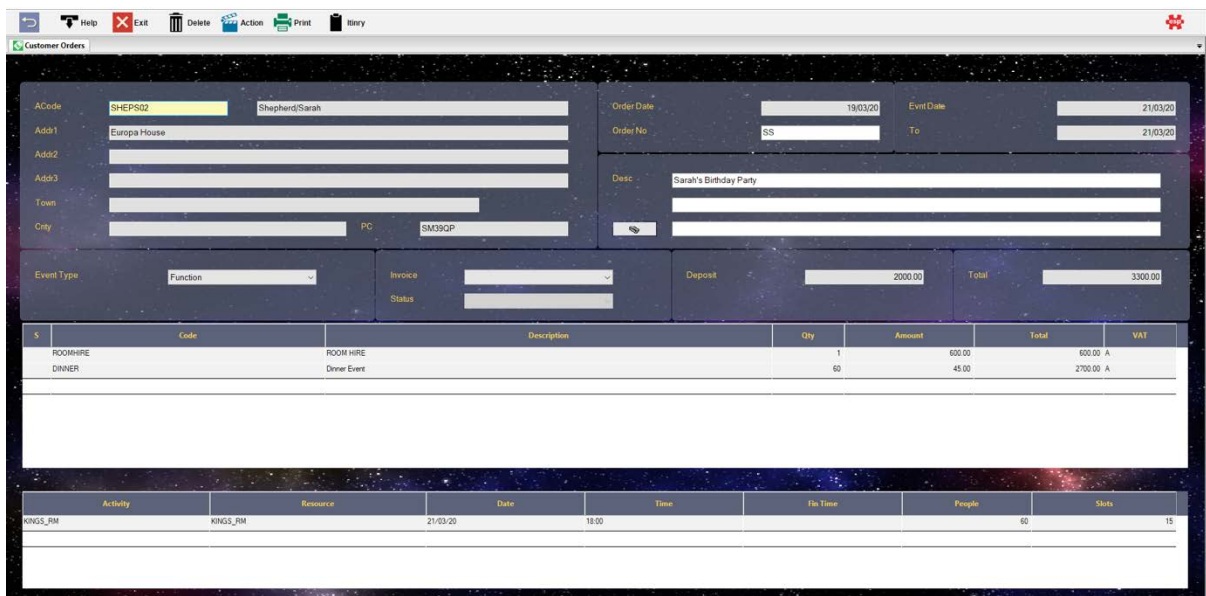


## Postponing a Group Booking

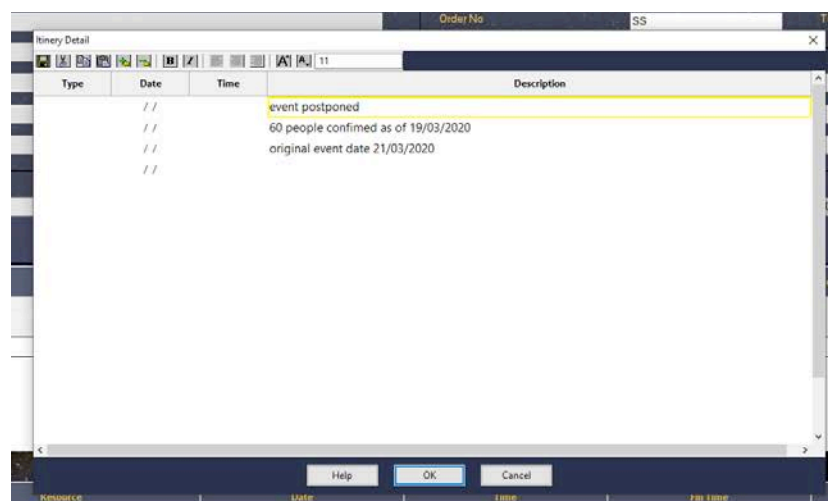
1. From the booking screen, find the event you want to postpone.



2. Accept into the booking.



3. It is a good idea to add some notes to the itinerary. I am going to note how many this is booked for and what date it was postponed.





4. We need to amend the number of people to 1, and slots to 1.

Activity	Resource	Date	Time	Fin Time	People	Slots
KINGS_RM	KINGS_RM	21-03-20	18:00		1	1

5. Select in the date field (this is to refresh the toolbars).

6. Then from the top toolbar select 'Move'.

The screenshot shows the 'Customer Orders' interface. At the top, a toolbar contains buttons for Help, Exit, Delete, Action, Print, Move (circled in red), and Entry. The main form includes fields for ACodes, Address, Order Date, Order No, Desc, Event Type, Invoice, Deposit, and Total. Below this is a table with columns S, Code, Description, Qty, Amount, Total, and VAT. At the bottom, a table shows booking details for Activity, Resource, Date, Time, Fin Time, People, and Slots. A red arrow points to the date field in this bottom table.

**COVID - 19: Due to the number of bookings which might have to be postponed, we are recommending that all bookings are moved to a date which is memorable. I will be using Christmas Day.**

7. Select the date your team have decided

The screenshot shows a date selection dialog box for Friday 25 December 2020. It includes a calendar grid for December 2020 with the 25th highlighted. Navigation buttons for DAY, WEEK, MONTH, and YEAR are on the right, along with buttons for Today, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. OK and Cancel buttons are at the bottom.

8. Select a slot, and then accept. Or select and then select.

The screenshot shows a 'Select Booking' dialog box with a list of booking options. The selected option is 'ESHER\_HALL - ESHER\_H + 1 Avail'. Below the list are buttons for Esher Course, Kings Course, Hire, and FuncRms.

9. You have now moved the booking.



Set Data	Ether Hall	Kings Room	Surrey Lounge	Ball Room
12:00	1			
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				
19:00				
20:00				
21:00				
22:00				

We reduced the number of people and slots to 1 so that only 1 slot is used on the booking screen, and more can be added to the date.