
Group Bookings

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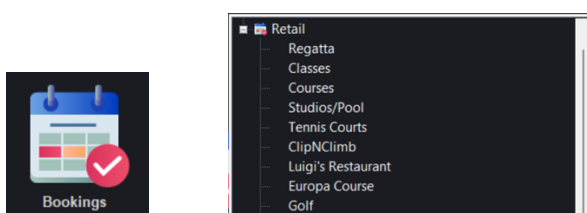
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Introduction

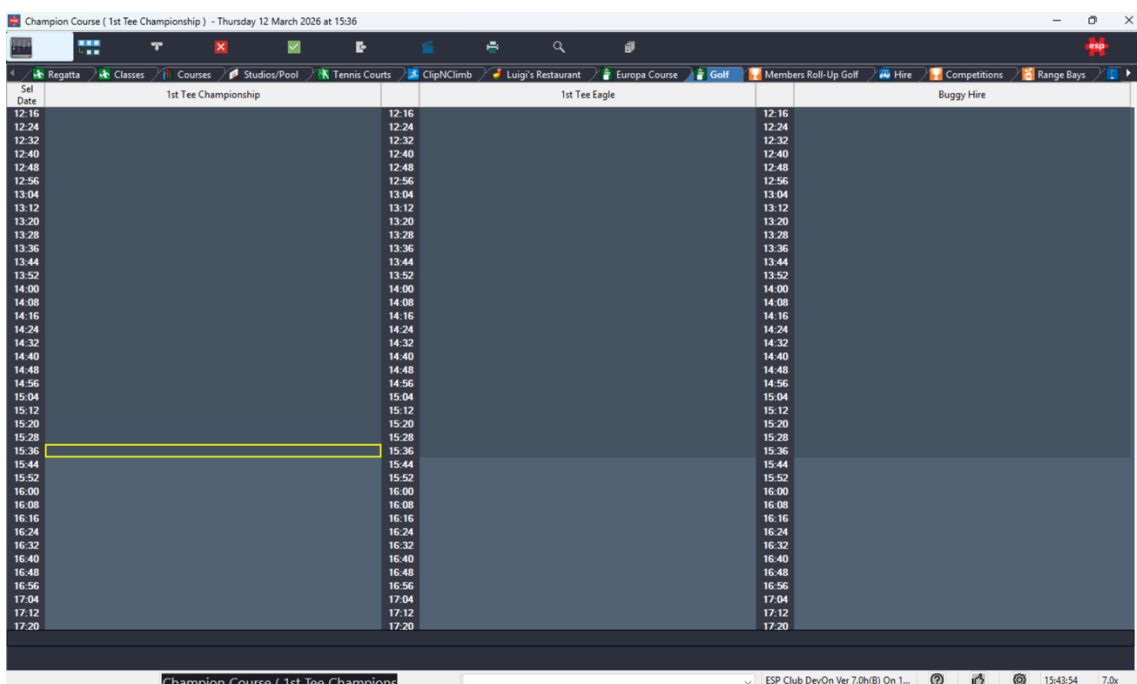
Group bookings are used for larger bookings such as society days, functions, conferences etc. These would be used when more than one activity or resource are being booked (e.g. Golf and Function Rooms) and/or there is a more complex set of charges that need to be applied.

Creating a Group Booking

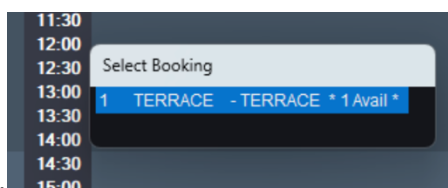
1. From the main ESP desktop, select **Bookings**, and from the dropdown list select the required option for where the main booking will take place.
If the booking requires more than one activity, these will be booked out later.



2. In the Bookings Diary, navigate to the required date and time.
Selecting Tab on your keyboard accesses the control to select a date, but refer to the guide on Booking Screen Navigation for full detail.



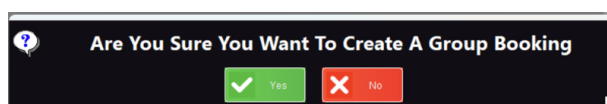
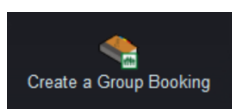
3. Double click on the time you wish to book the event from and then select the slot.



4. Initially an individual booking is created; select the Groups Menu button at the top of the screen.

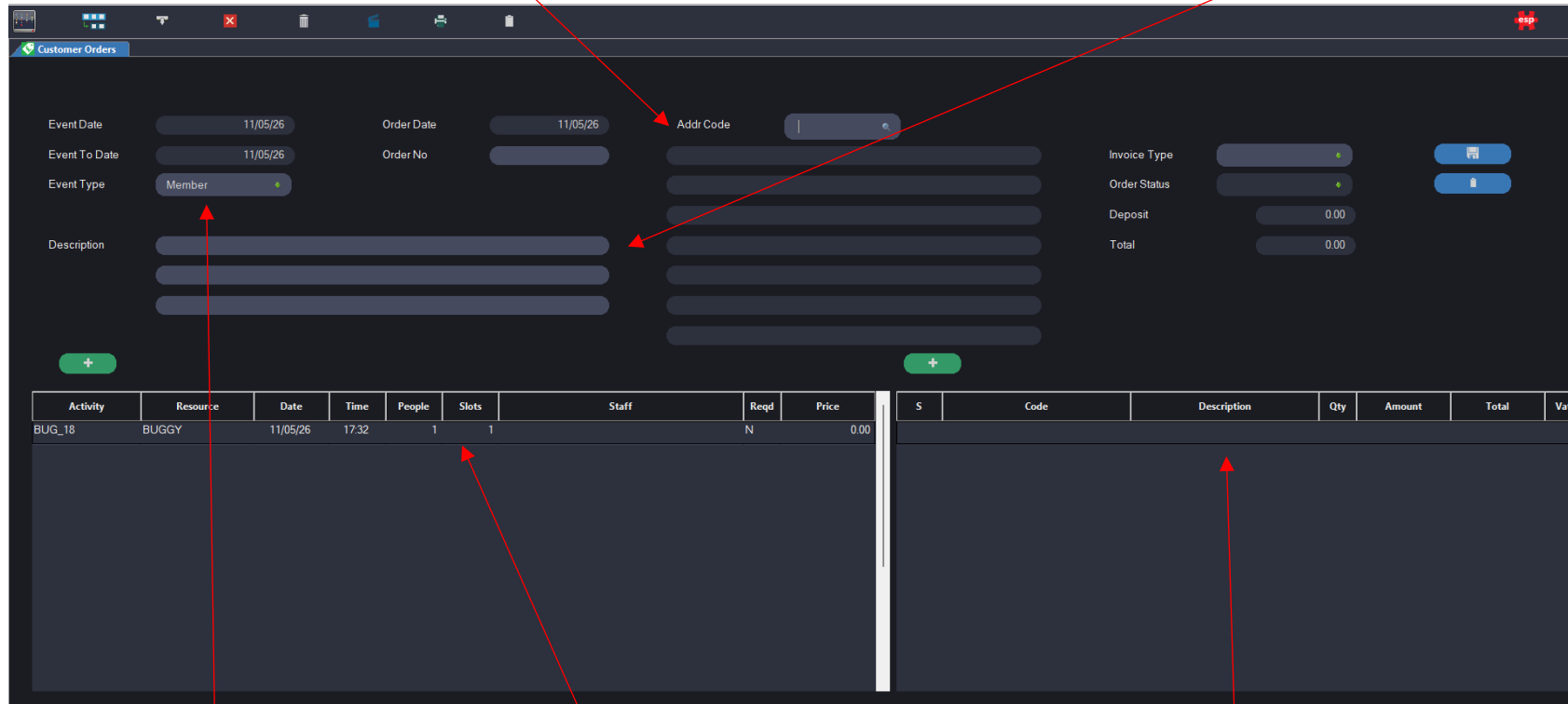


5. Then select Create a Group Booking, followed by clicking Yes.



Addr Code: This is the address code of the lead booker who needs to have a record in the customer database. Their Address Code can be looked up by typing in this field, you can then select the correct customer by clicking on their name to assign them to this booking.

Description: This is the description of the event which will appear on the booking screen and on any letters or confirmation forms



Activity	Resource	Date	Time	People	Slots	Staff	Reqd	Price
BUG_18	BUGGY	11/05/26	17.32	1	1		N	0.00

S	Code	Description	Qty	Amount	Total	Vat

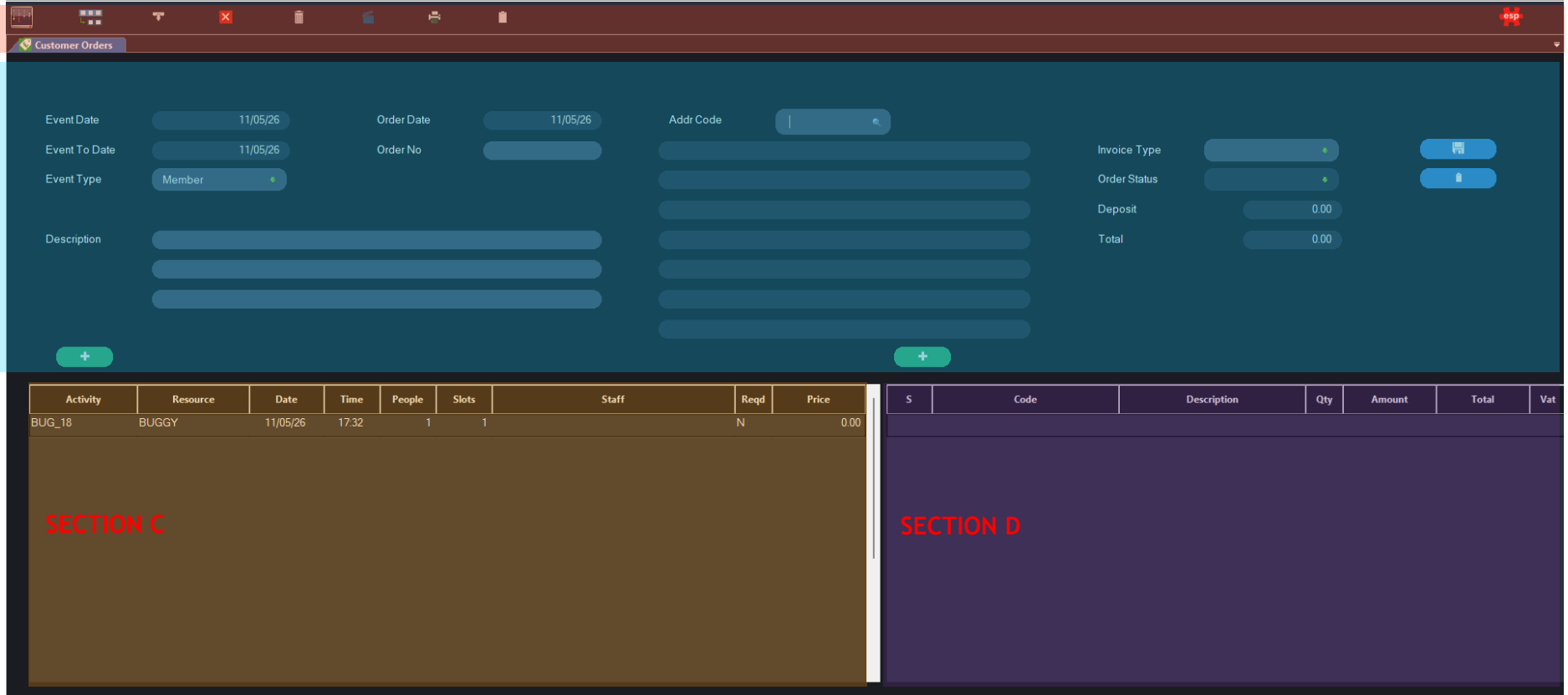
Event Type: It is important you select which event type this is (reporting and forecasting purposes)

Booking Grid: This is where you book out different areas i.e. function room, 18 holes of golf, 5 buggies.

Charges Grid: This is where you add booking packages and charges to the event booking

SECTION A

SECTION B



Activity	Resource	Date	Time	People	Slots	Staff	Reqd	Price
BUG_18	BUGGY	11/05/26	17:32	1	1	Staff	N	0.00

S	Code	Description	Qty	Amount	Total	Vat
SECTION D						

SECTION C

SECTION D

Booking File

Section A - Toolbar



This will return you back to the main ESP desktop



When selecting into a field, if help is available this icon will appear. This can be used to select customer records when in ACode, package files, resources.



This will exit you from this booking



This will delete the booking

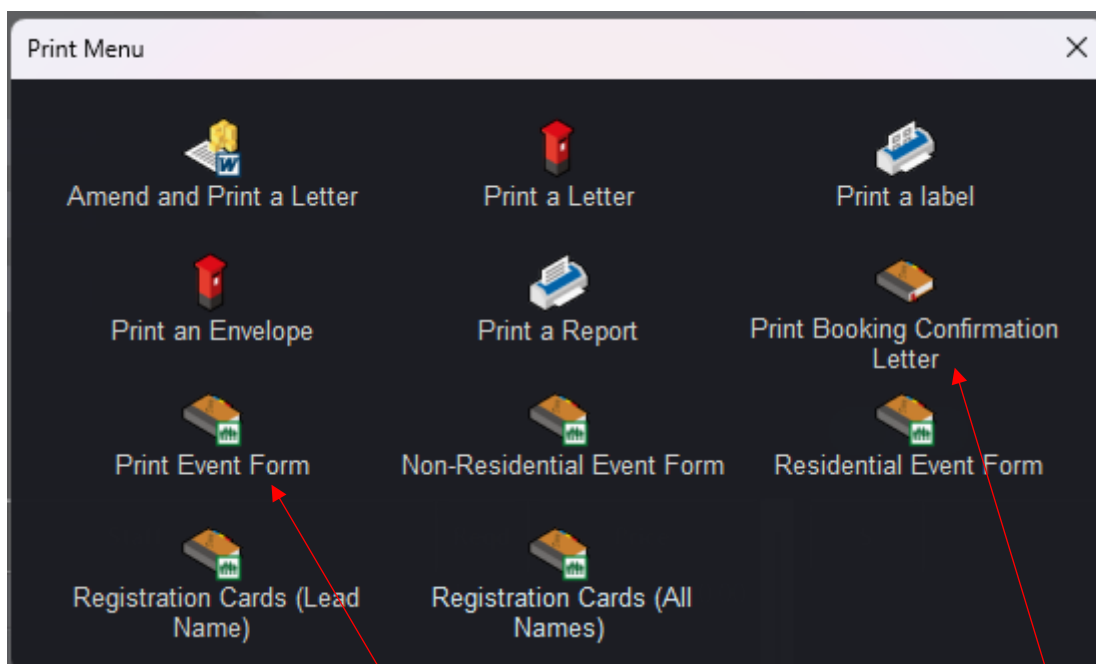


This will bring up a list of advanced options to manage the booking.



This will bring up the following print options:

(The main two used when creating bookings explained below)



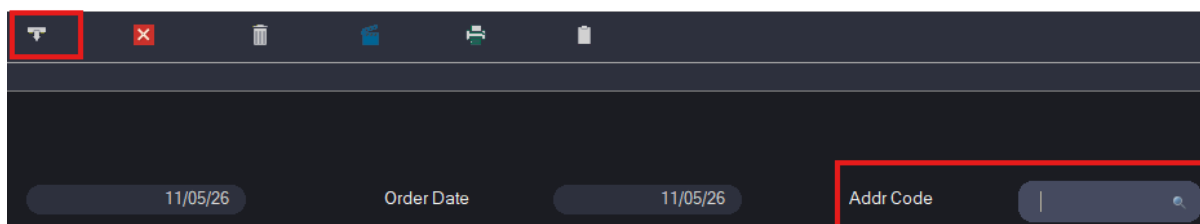
Print Event Form: This will print an event form, details of pricing also appear on this form

Print Booking Confirmation Letter: Confirmation form will list the items in the itinerary and requested deposit

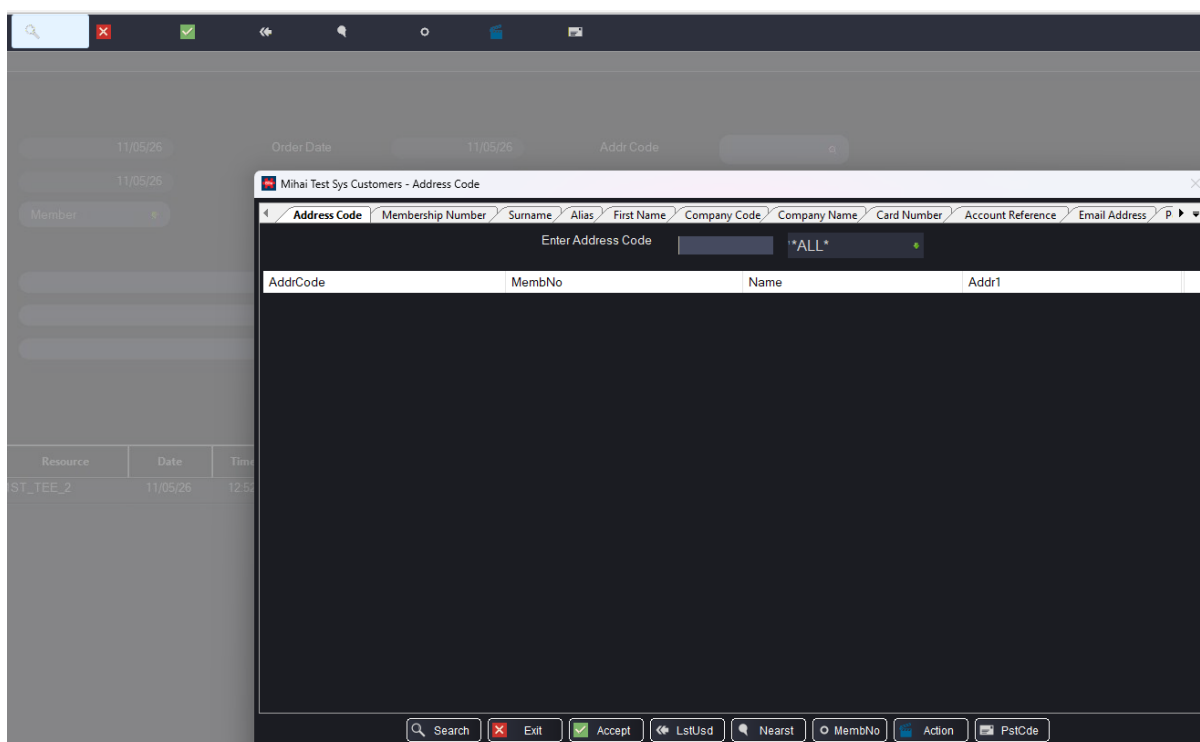


This displays the Itinerary which allows you to record details such as timings, catering and room layout requirements.

Section B -



This is the address code of the lead Booker who needs to have a record in the customer database. If they have an existing Address Code, this can be looked up by typing in this field, you can then select the correct customer by clicking on their name to assign them to this booking.




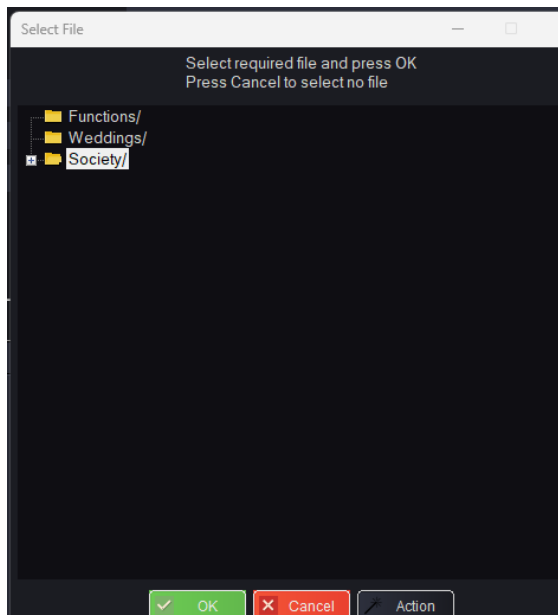
If a new Customer Record needs to be added, you can select the Help menu button to bring up the customer file where you can either add a customer or select one from the list. If you need assistance doing this, please read our 'How to Create a Customer Record' user guide.

When viewing the correct Customer Record, press the Accept menu button and you are returned to the group booking and the Address Code is applied.



For reporting and printing purposes, it is important that you enter what type of event it is.

 **Attachments:** This icon to the left is the attachments function. When you receive signed confirmation letters, supplier liability insurance docs, or anything else associated to the booking, you can drag and drop them onto the Desktop, and they will be stored within the folder you choose. (Further details available on our Attachments User Guide).



Description: This is where you will enter the description of the event. This is customer facing. If requesting a deposit, you can enter this on the last line of these fields, like so:

Description	Howe Society Golf Day
	500.00

Section D - Charges Grid

Description: This will be populated by a generic description which you can amend. Select the field, CTRL-F and type a specific description for the event. (Character sensitive).

Amount: The default price for this item is automatically added. If required, this can be amended here which will only apply to this one booking.

S	Code	Description	Qty	Amount	Total	Vat
	F					
	FOOD					
	FWEDGE	FUSION WEDGE				
	FANTA	Fanta				

Code: This is the package file or code; you can either type the code in if you know it or select the field and choose the F1 - Product.

Packages are displayed in Green, Food & Beverage items in Pink and Retail Stock items in Blue.

Qty: This is where you can amend the quantity of the stock item or package (depending that the package is based on a price person basis)

Total: This is the automatic calculation by the system

Section C - Bookings Grid

Move Booking: Using this button will allow you to move an existing booking to another date and time, whilst the booking is selected.

Add Booking: Using this button when a new line is selected, will allow you to add another booking onto the group.

Resource: This is the reference to what resource has been booked out

Date: The date the resource is booked

Time: The time the resource is booked

People: How many people are booked into this location



Activity	Resource	Date	Time	People	Slots	Staff	Reqd	Price
BUG_09	BUGGY	11/05/26	18:12	1	4		N	0.00

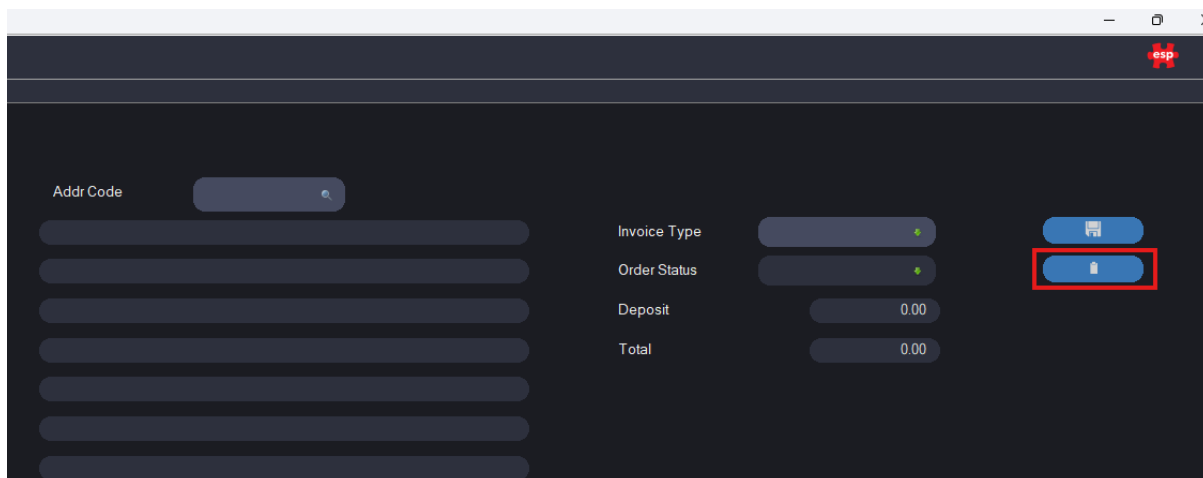
Activity: This is where the activities that have been booked are displayed.

Slots: The slots are how many lines are booked out on the booking screen. If you amend the number of People, the system will suggest how many slots are required to accommodate the number of people, but you may enter any number.

Itinerary

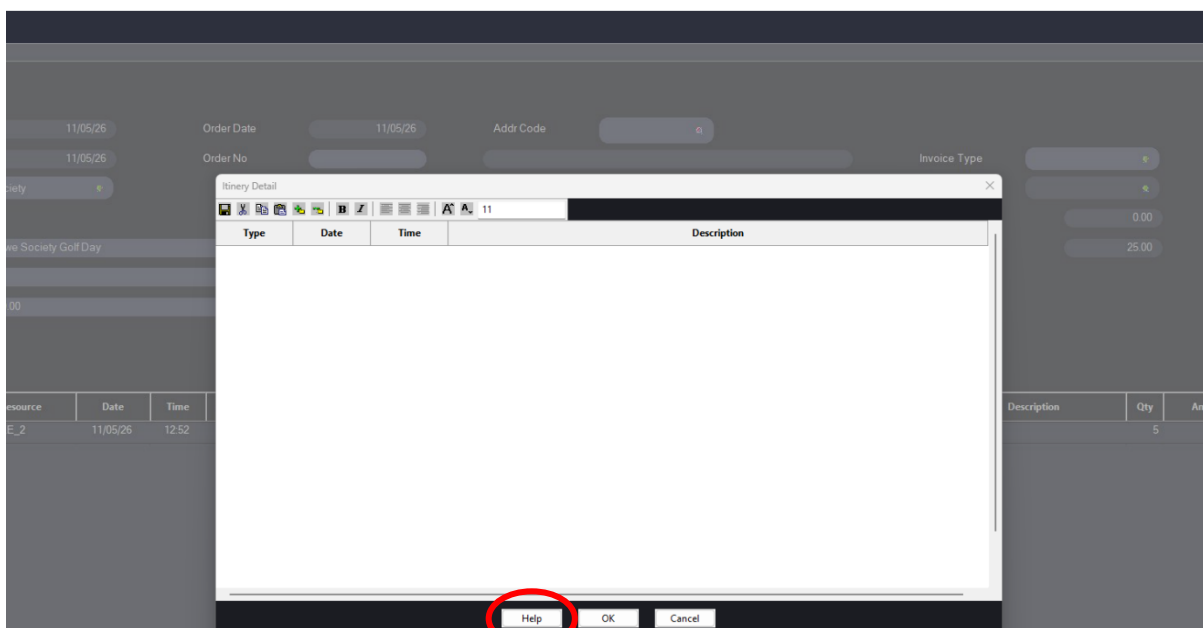
The itinerary is where the specific detail about the event is stored.

It can be found on your booking editing page, pictured below for reference:

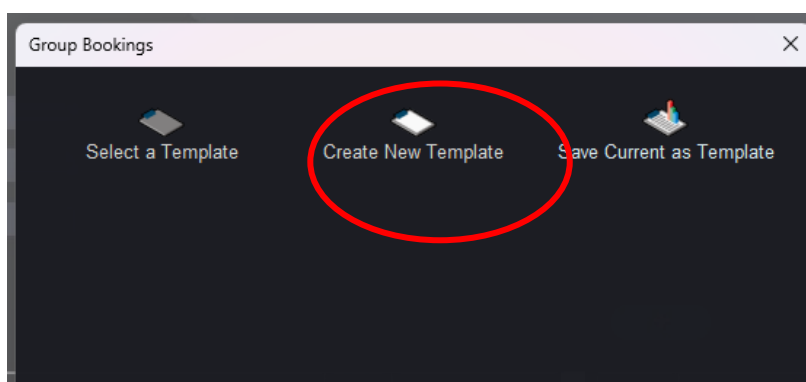


When you click the Itinerary icon, you will be presented with a blank template. You can either create a booking from scratch or load a template.

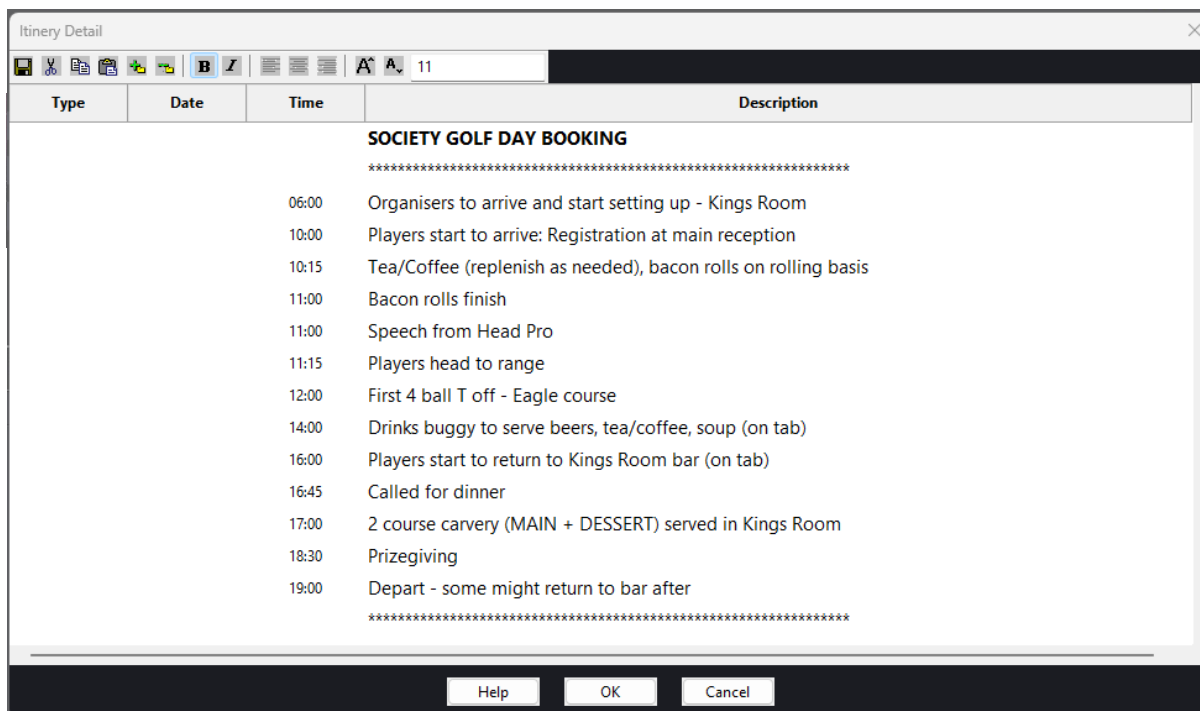
To begin, we will create a template. From the template screen, **select 'Help'**



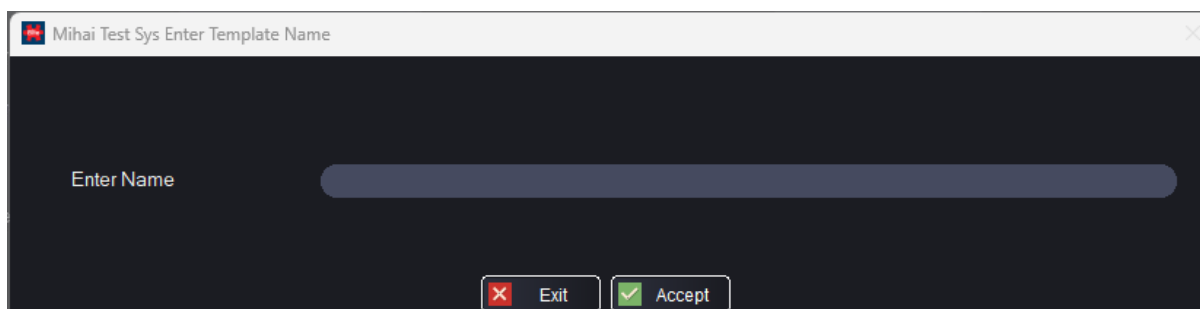
Select 'Create New Template'



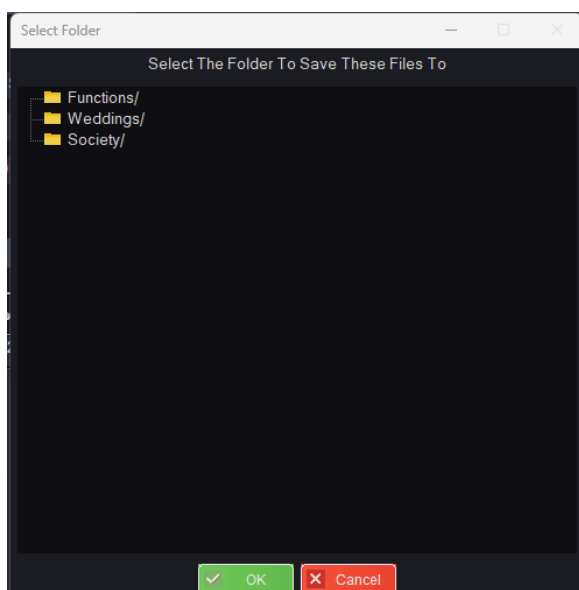
Once you have completed your template, select 'Ok'



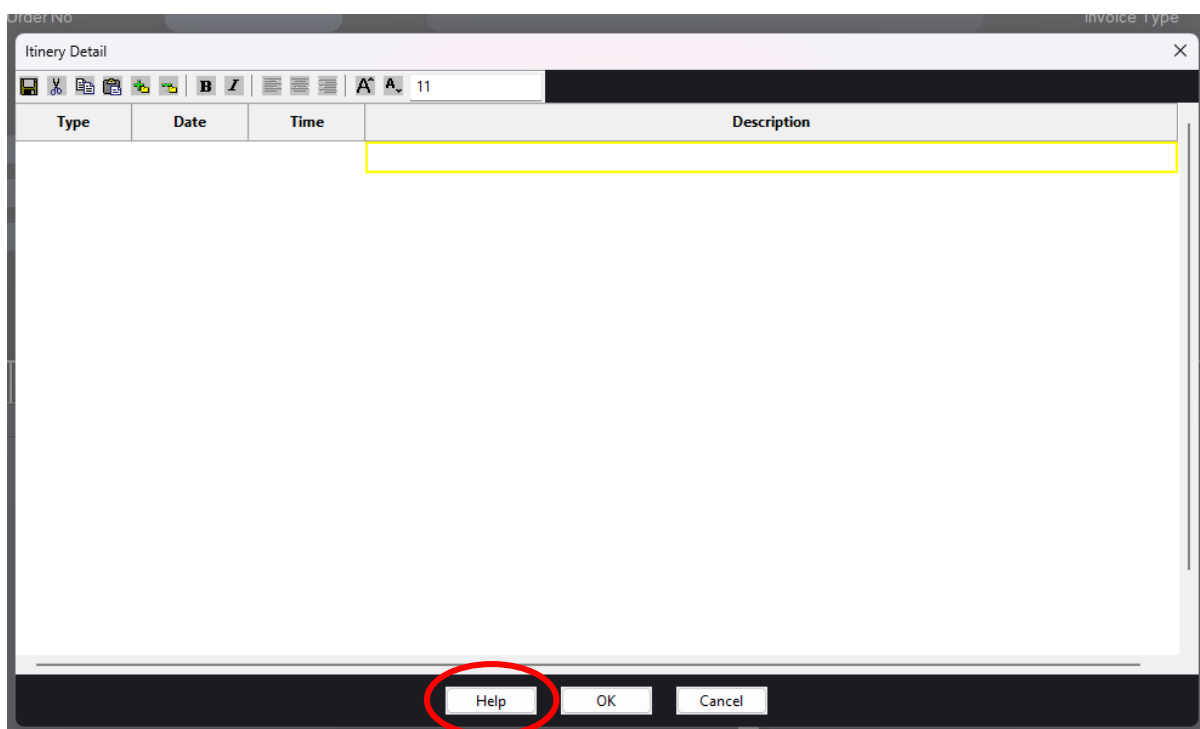
Name your template



Select the relevant folder you want to store the template and then select OK.



To load up a template you have created, go back to the booking screen, select itinerary, then select 'Help'

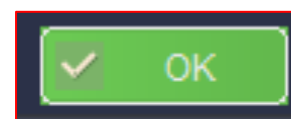


Next, select 'Select A Template'



Using the + symbol next to the relevant folder, open the folder and **select the template** you wish to use.

Then select 'OK'



You have now successfully loaded your template which you can begin to amend.