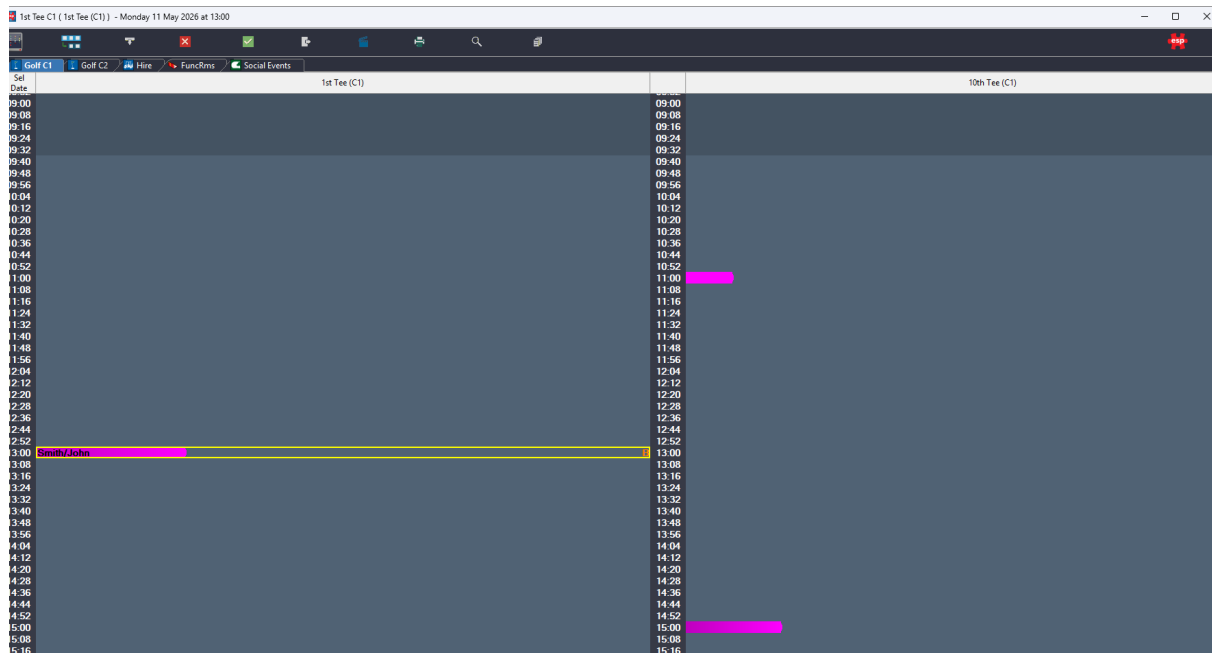




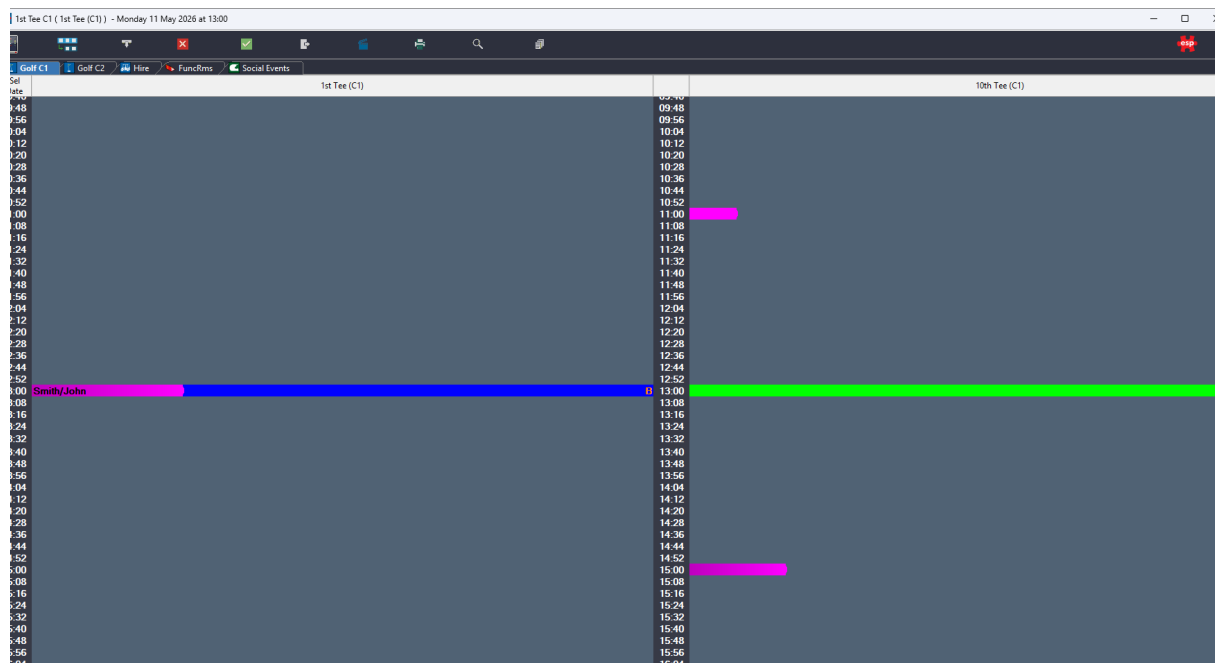
# Duplicating and Moving Group Bookings



1. From the bookings screen, find the group booking you want to duplicate/move, and select it by clicking it.

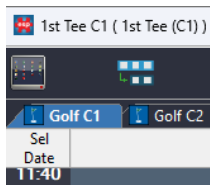


2. With the booking now selected, indicated by the yellow outline, click the left mouse button and hold whilst moving the mouse to the right. Afterwards, you can release the button and move the mouse, which will move the booking, indicated by a green field. The green highlighted field indicates where your booking could be located.

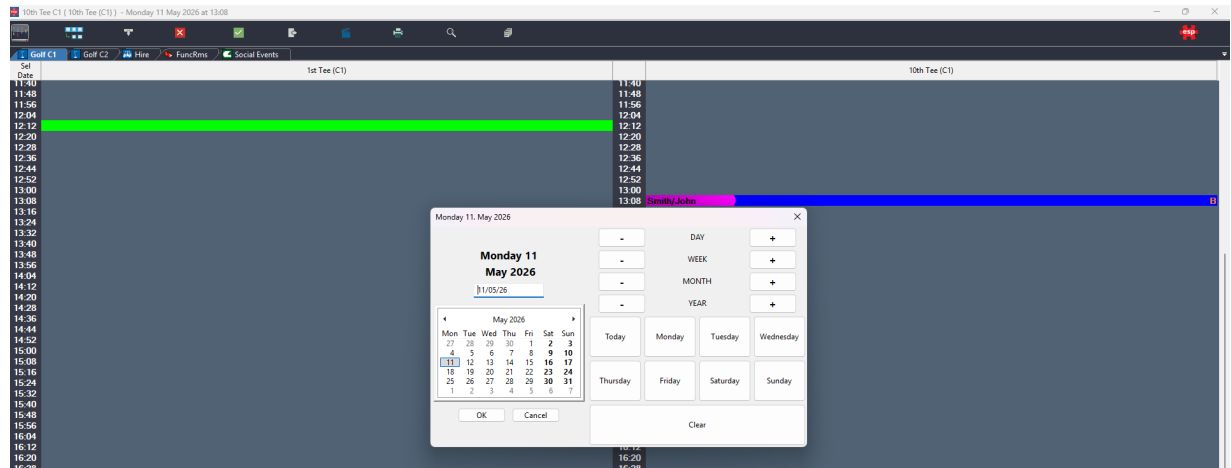




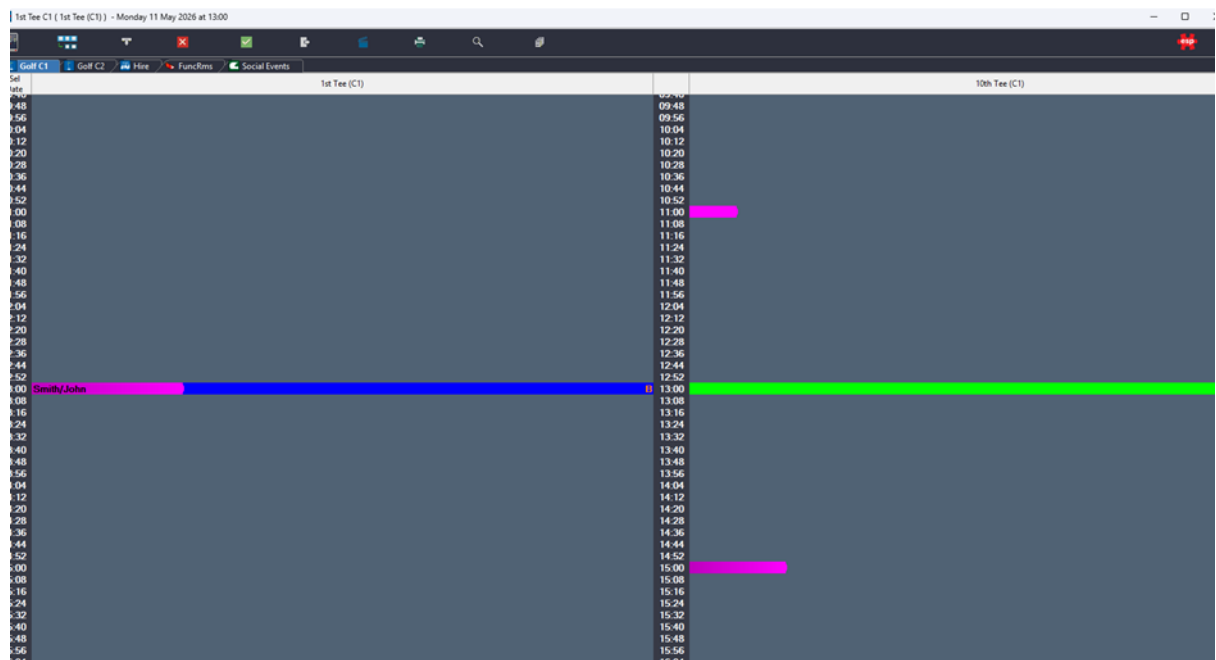
3. To select a different date to the current, select 'Sel Date'.



4. Choose the desired date.



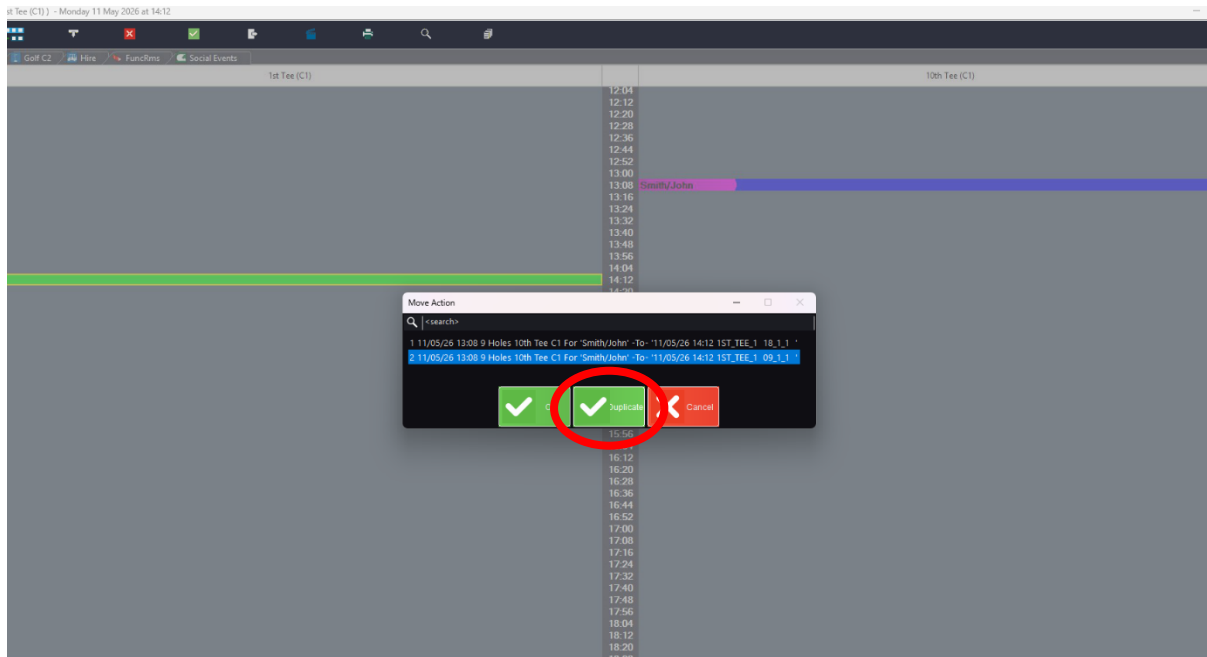
5. Using your cursor, navigate to the time you wish the booking to begin and click into that field.





- Each Line explains its action, where it's moving from and where it's moving to. Clicking that Line will go ahead with that move.

To duplicate instead, hover over the Line which describes the activity you wish to duplicate to, and move your mouse away towards the 'Duplicate' button. If the line you wish to duplicate is highlighted in blue, that is the one that is going to be affected by the 'Duplicate' button.



- You have now successfully duplicated and/or moved the booking.

