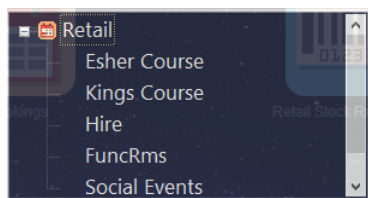# Booking Screen Navigation

Table of Contents

1. Booking Screen.

The Booking System is accessible from either the Desktop using the Bookings application, or through the Point of Sale screen.
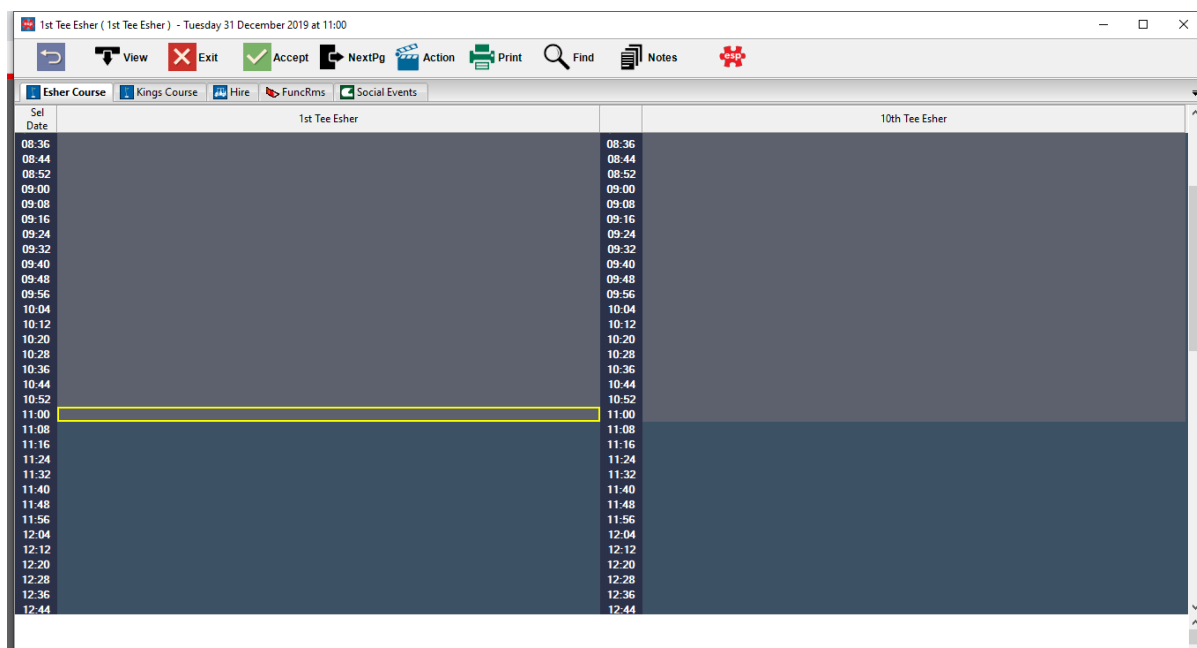

To Access the booking screen, select – Bookings.

Select – Tab you want to view

The screen can be configured to have a simple display with only 1 tab at the top of the screen, or to have a complex display with multiple tabs at the top of the screen to suit your business needs.

The system can be used for booking a wide range of activities including:
• Golf Tee Times
• Society Bookings & Corporate Events
• Hire Items - e.g. Buggy Hire, Racket Hire, Shoe Hire etc
• Function/Conference Room Bookings
• Multi-function Sports Halls
• Classes - e.g. Swimming, Yoga, Aerobics, Martial Arts
• Courses which run for a set period of time - e.g. 6 weeks, 8 weeks etc

There are many ways in which you can navigate around the Booking Screen using the mouse and the keyboard.

Mouse
The mouse can be used for quick movement from one tab to another and for selecting specific times within the columns.
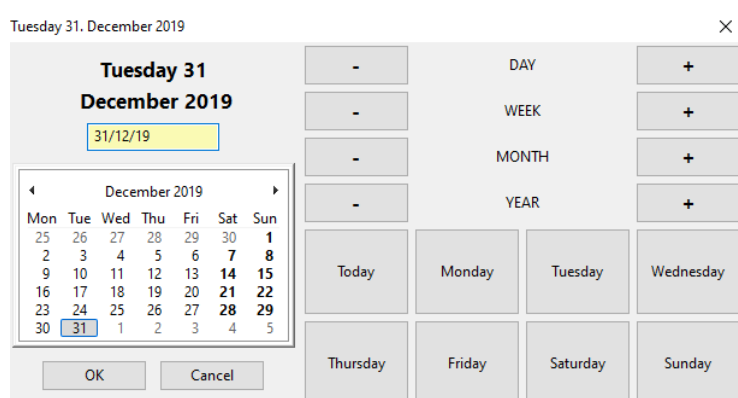
Keyboard
There are a number of quick keys on the keyboard which can be used to navigate around the Booking Screen between dates and activities.

2. Date Navigation.

There are many ways in which you can quickly move between dates in the booking screen. These are outlined below.

Calendar
By pressing the 'Tab' key when in the booking screen, the calendar will be displayed as below. From here you can select the day you wish to view and upon selecting OK, the screen will move to the specified date.

Moving by Day
The booking screen can be moved one day at a time by using the '+' and '-' keys on the keyboard. The '+' key will take you forward 1 day and the '-' key will take you back 1 day.

Moving by Week

The booking screen can also be moved one week at a time. This is achieved by pressing the 'w' key whilst in the booking screen to move forward 1 week and holding down the 'Shift' key and pressing 'w' to move backward 1 week.

Moving by Month

The booking screen can be moved one month at a time by pressing the 'm' key whilst in the booking screen to move forward 1 month and holding down the 'Shift' key and pressing 'm' to move backward 1 month.

Moving by Year

In order to move to the same date in the next or previous years, you can select the 'y' key whilst in the booking screen to move forward 1 year and holding down the 'Shift' key and pressing 'y' will move you backward 1 year.

Moving to Today

The quick method to return to today's date in the booking screen is to press 'n' (for now)

3. Time Navigation.

If you wish to find a specific time in a column, you can move to the nearest interval time by simply entering the time you are looking for.

For example, if you wanted to move to 10.00am, you would start to type the time in, and the box below would appear. As soon as you finish typing the time (24-hour clock), the box will disappear, and the booking screen will move to the nearest time.

Enter Time ....   ✕

10:28

OK

4. Tab Navigation.

Along the top of the booking screen you will have tabs relating to the different activities available on your booking screen. These could consist of a Golf Course, Sports Hall, Function/Conference Rooms and Hire Items.

To move between the tabs, you can select them with your mouse or alternatively there are two ways of moving between them using the keyboard.

F6 - NextPg

Using the F6 key on the keyboard allows you to scroll through the tabs in order. For example, if you are on the first tab, 'Esher Course', as below and want to move to the third tab, 'Hire', you would press F6 twice.
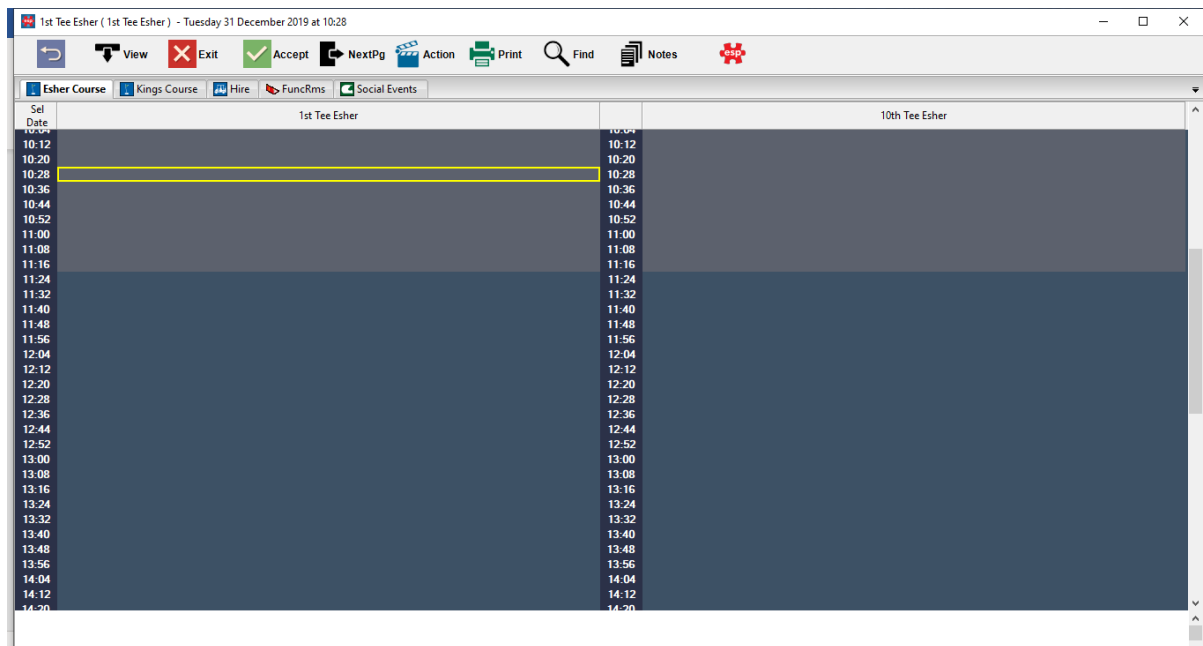
List of Tabs

By pressing 'T' whilst you are in the booking screen, you will be able to view a list of the tabs which are available, as below. You can then either enter the number of the tab required or use the arrow keys to select the appropriate tab and press Enter.
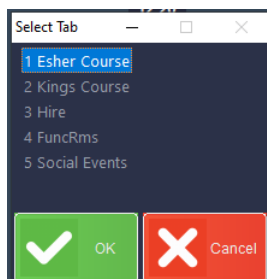
5. Arrow Key Navigation.

The arrow keys on your keyboard can be used to navigate around the columns and times of your booking screen.

The Left and Right arrow keys move between the columns of the current tab and the Up and Down arrow keys move between the times in the current column.

6. Home, End, Page Up & Page Down.

The Home, End, Page Up and Page Down buttons can be used to navigate around the booking screen.

Home and End

The Home Key can be used to go to the first available time which can be booked in the current column. The End Key can be used to go to the last available time which can be booked

Page Up and Page Down

The Page Up and Page Down keys can be used to move one screen at a time. This provides a quicker method of moving between the times in a column.

7. Allocating Time.

You can allocate time off in the booking screen by selecting the time slot/multiple time slots and pressing 'a'. This will show the box as below. In this box you enter a percentage to show the amount of the slot(s) you wish to allocate.

Enter Percent...   ✕

100

OK

8. Booking Displays.

There are three different ways in which the column of the booking screen can be displayed. These are:

- Activity View
- Name View
- Weeks Diary View

Activity View

The activity view is the main view showing the columns for the activities as shown below.

Name View

The name view allows you to view the names of the people who are booked in at each time throughout the day. An example of the name view is shown below.

In the top-left corner is the activity which is currently being viewed. To move to the next activity, you can press the right arrow key to scroll though the options.

Weeks Diary View

The weeks diary view allows you to view the next seven days at once for each activity. An example of the week's diary is shown below.

9. Notes.

At the bottom of the booking screen is a notes field which can hold free-text notes for the date you are currently viewing on the booking screen.
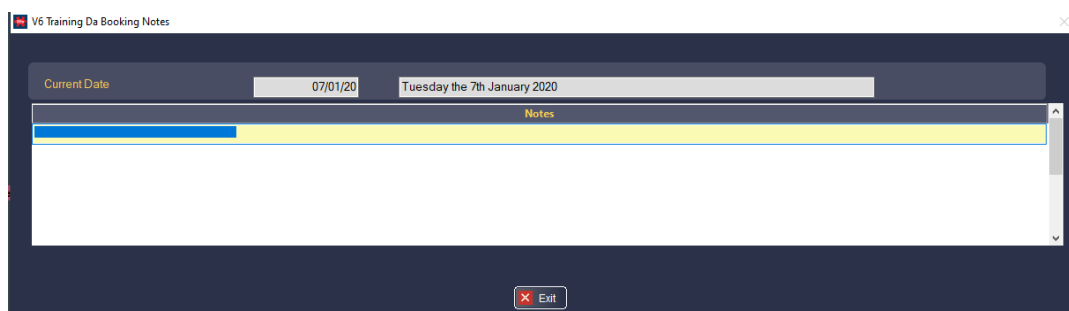
Adding Notes

To add a note to the booking screen for a specific date:

Move to the required date in the booking screen.

Select F11 - Notes

The screen below will now appear.

Enter the text that you wish to be displayed at the bottom of the booking screen

Select F2 - Exit

The notes will now be displayed at the bottom of the booking screen, such as the example below.