



# Group Bookings

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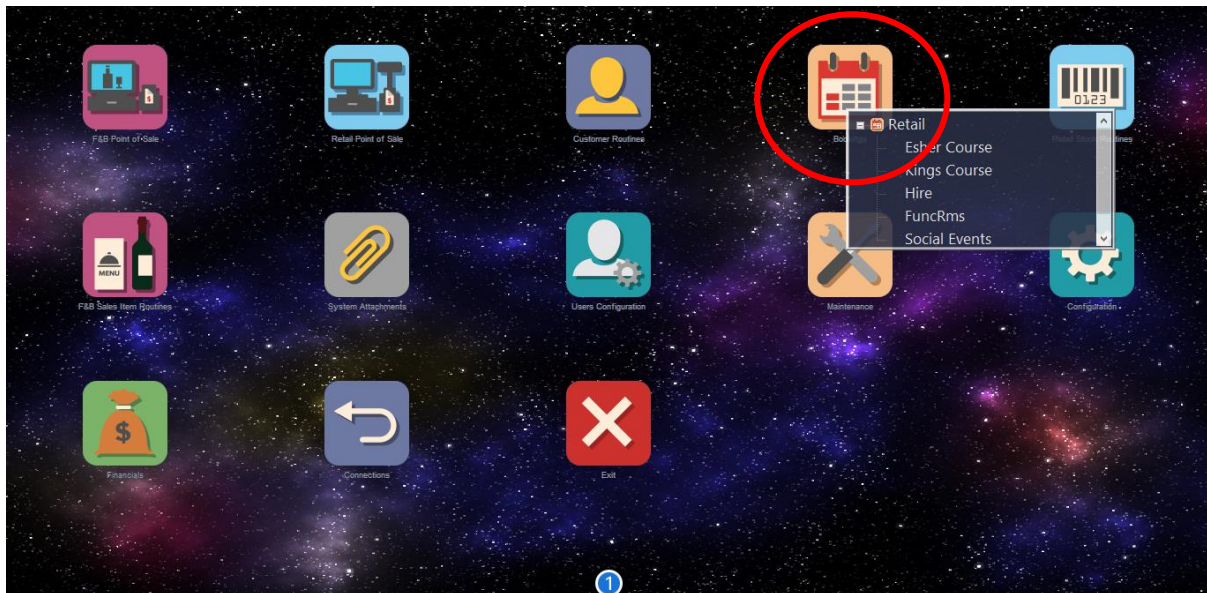
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Group bookings are used for larger bookings such as society days, functions, conferences etc. These would be used when more than one activity or resource are being booked (e.g. Golf and Function Rooms).

## Creating a Group Booking

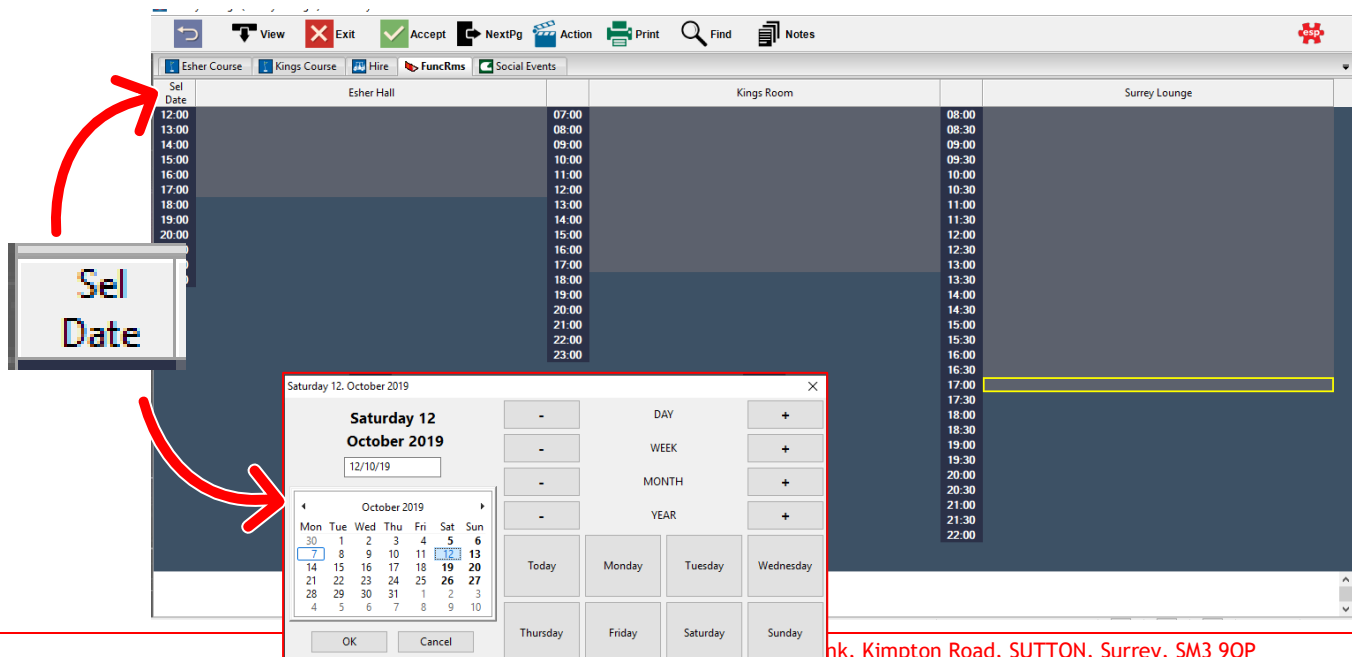
From the desktop, select the Bookings Diary Icon:



From there, select a booking area e.g. FuncRms

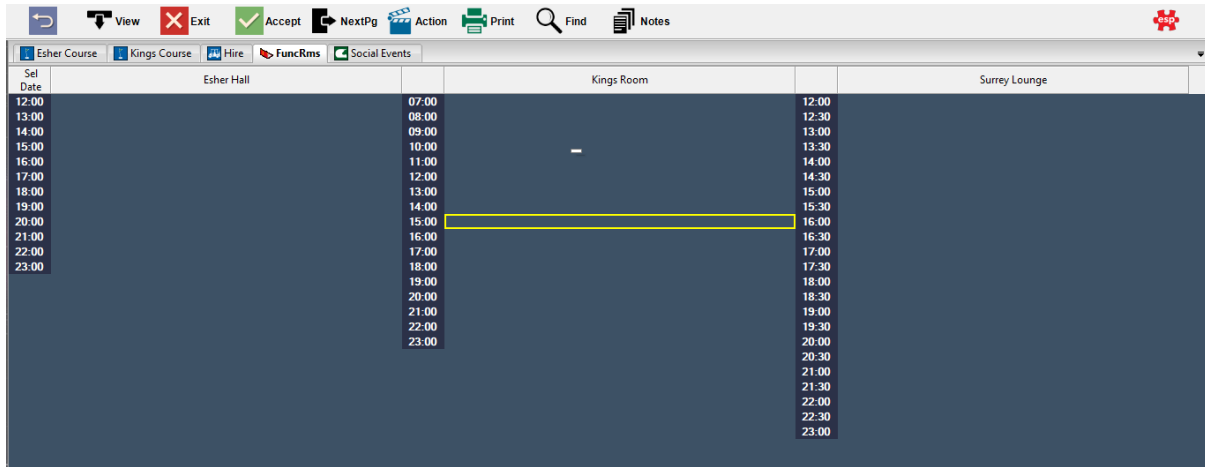
Once in the booking screen, select the main function area you wish to create the booking in. (Don't worry if the booking requires more than one function or activity, we can book these out later).

Using the 'Sel Date' select the date you wish to book the event for

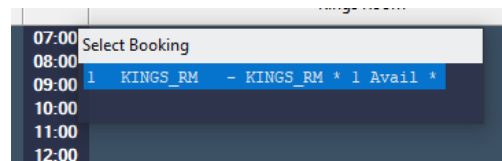




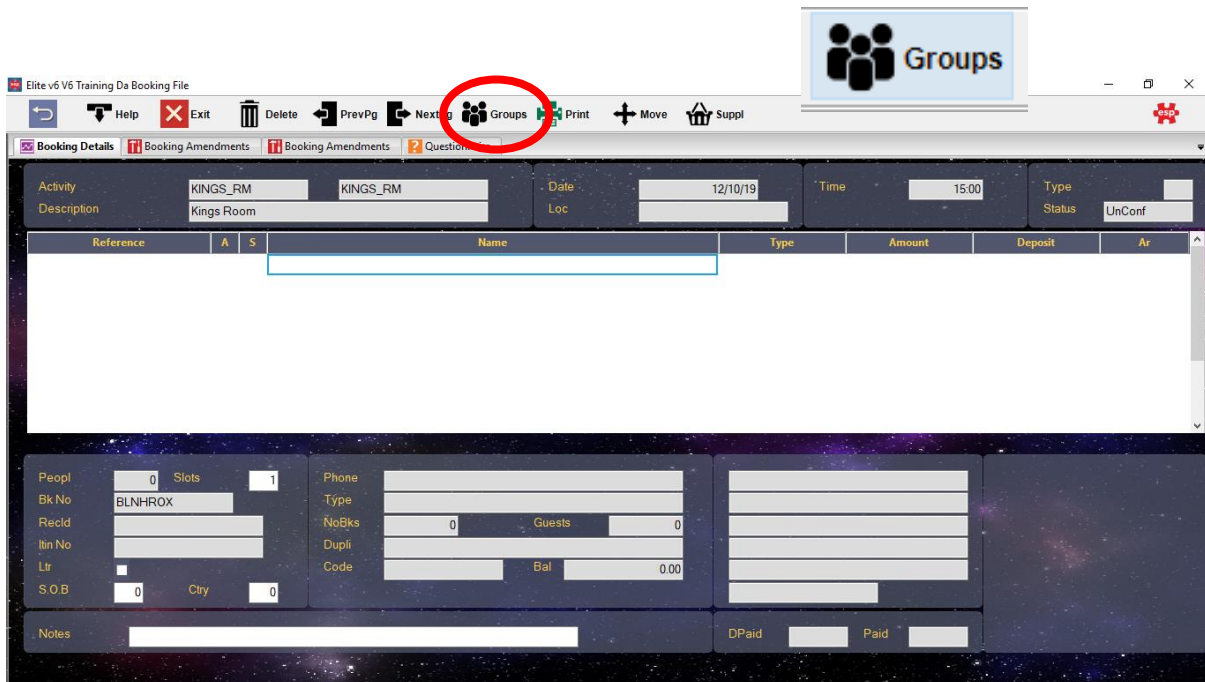
Once you have selected the date, double click on the time you wish to book the event from.



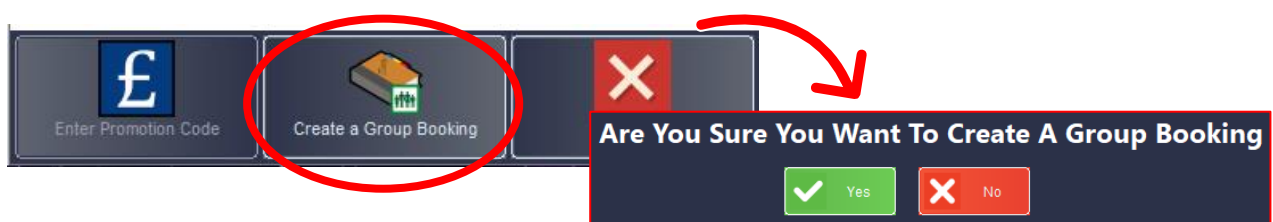
Double click on the available slot as shown



The next page would be used if we were creating an individual booking. We are creating a group booking so we need to select the 'Groups' option from the top toolbar



Then select 'Create Group Booking', followed by Yes if you do wish to create it.





**ACode:** This is the address code of the lead booker. You need to add their details to a customer file, you can either select their name from the member file (by pressing F1 Help) should they already be in the system or add them from this screen.

**Order No:** This is the initials of the person entering this information (creating the booking)

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

The screenshot shows the 'Customer Orders' window with the following fields and data:

- ACode:** HOWEB01
- Order Date:** 07/10/19
- Order No:** ESP
- Desc:** ESP Golf Society
- Event Type:** Society
- Invoice Status:** (empty)
- Deposit:** 0.00
- Total:** 1430.00

S	Code	Description	Qty	Amount	Total	VAT
	SOCFOOD	T/C BR 2C CARVERY MD	26	20.00	520.00	A
	SOCGOLF	SOCIETY GREEN FEES	26	35.00	910.00	A

Activity	Resource	Date	Time	Fin Time	People	Slots
KINGS_RM	KINGS_RM	12/10/19	15:00		26	7

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

**Middle Row:** This is where you add booking packages and charges to the event booking

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



**SECTION A**

Elite v6 V6 Training Da Groups Booking File

Customer Orders

**SECTION B**

ACode: HOWEB01 | Howe/Bob | Order Date: 07/10/19 | Evt Date: 12/10/19  
Addr1: Kimpton Link | Order No: ESP | To: 12/10/19  
Addr2: Kimpton Road | Desc: ESP Golf Society  
Addr3: |  
Town: SUTTON | PC: SM39QP  
Cnty: Surrey

Event Type: Society | Invoice Status: | Deposit: 0.00 | Total: 1430.00

**SECTION C**

S	Code	Description	Qty	Amount	Total	VAT
	SOCFOOD	T/C BR 2C CARVERY MD	26	20.00	520.00	A
	SOCGOLF	SOCIETY GREEN FEES	26	35.00	910.00	A

**SECTION D**

Activity	Resource	Date	Time	Fin Time	People	Slots
KINGS_RM	KINGS_RM	12/10/19	15:00		26	7

## 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

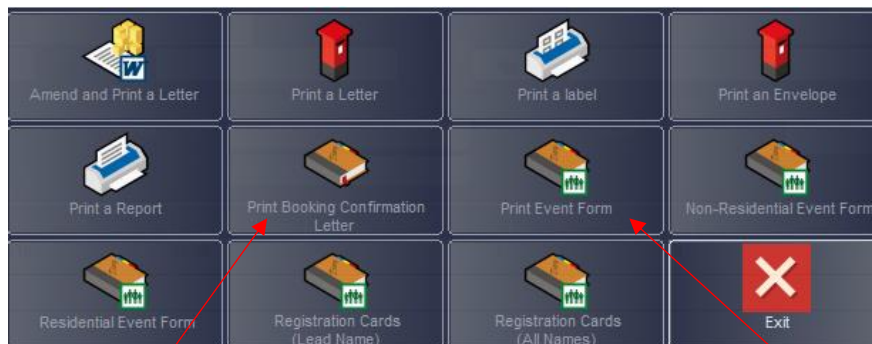


This will bring up a list of options which will not be used by us.



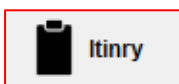
This will bring up the following:

(The main two used when creating bookings explained below)



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

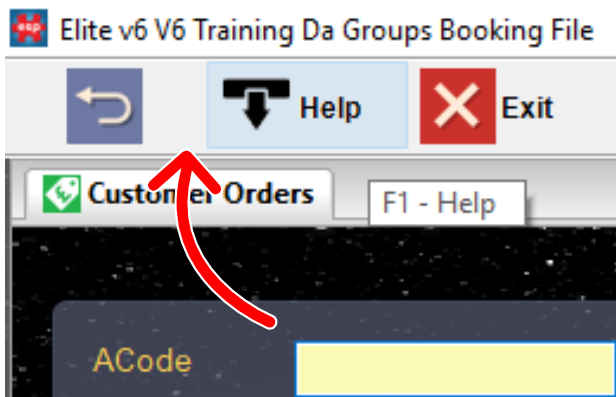
**Print Event Form:** This will print an event form, details of pricing also appear on this form



This where the detail of the event is entered and stored. Timings, details of catering/room layout/beverage/suppliers



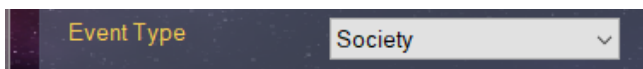
Section B -



To add customer information, select into the **ACode** field, and then click the F1 Help button at the top toolbar.

This will then 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.

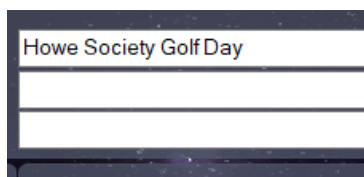
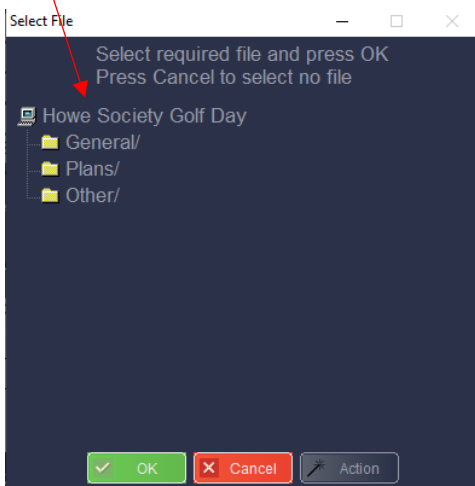
All of the information will be automatically populated



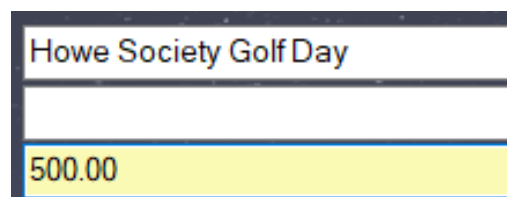
For reporting and printing purposes it is important that you enter what type of event it is. If you do not, when you print a confirmation letter it may say 'Thank you for booking your society golf day' when in fact you have booked a wedding.



**Attachments:** This icon circled above 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:





**Section C -**

**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).

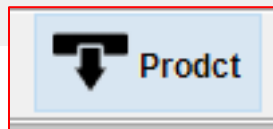
**Amount:** This is the price per item, if I wanted to amend this, I would need to do this in the package file.

S	Code	Description	Qty	Amount	Total	VAT
	SOCFOOD	T/C BR 2C CARVERY MD	26	20.00	520.00	A
	SOCGOLF	SOCIETY GREEN FEES	26	35.00	910.00	A

**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 Prodct. If you need assistance, read our Creating Booking Packages User Guide

**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 D -

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

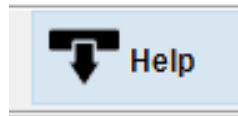
**Date:** The date the resource is booked

**Time:** The time the resource is booked

**People:** How many people are booked into this location

Activity	Resource	Date	Time	Fin Time	People	Slots
18_1_EC	1ST_TEE_E	12/10/19	12:04		26	7
KINGS_RM	KINGS_RM	12/10/19	15:00		26	10

**Activity:** This where you select what resources in your venue are going to be used. To do this, on a new line, select the Help option and book out locations.



**Slots:** The slots are how many lines are booked out on the booking screen. Each slot is the equivalent to 4 people (how many max on the T). To book out enough people you must match with slots.

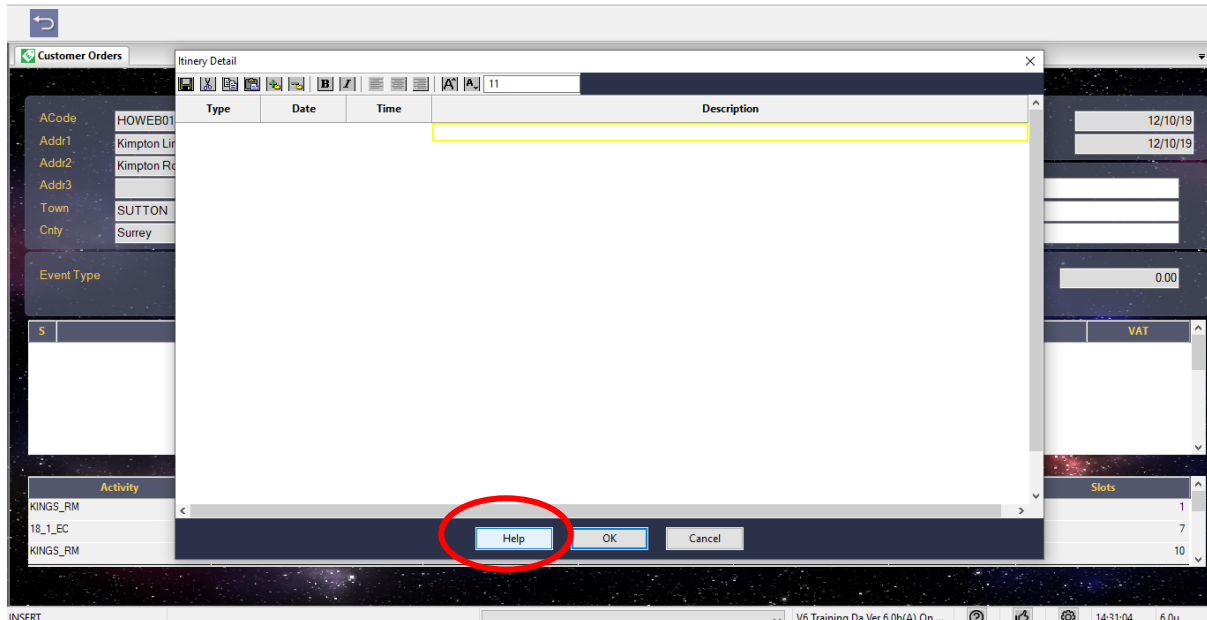
Activity	Resource	Date	Time	Fin Time	People	Slots
KINGS_RM	KINGS_RM	12/10/19	07:00		1	1
18_1_EC	1ST_TEE_E	12/10/19	12:04		26	7
KINGS_RM	KINGS_RM	12/10/19	15:00		26	10

## Itinerary

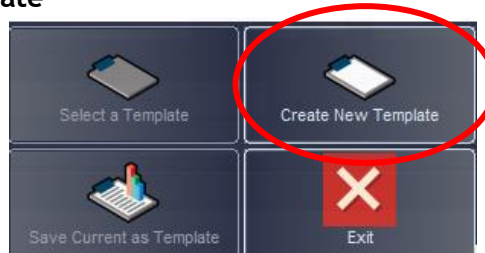
The itinerary is where the specific detail about the event is stored.

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

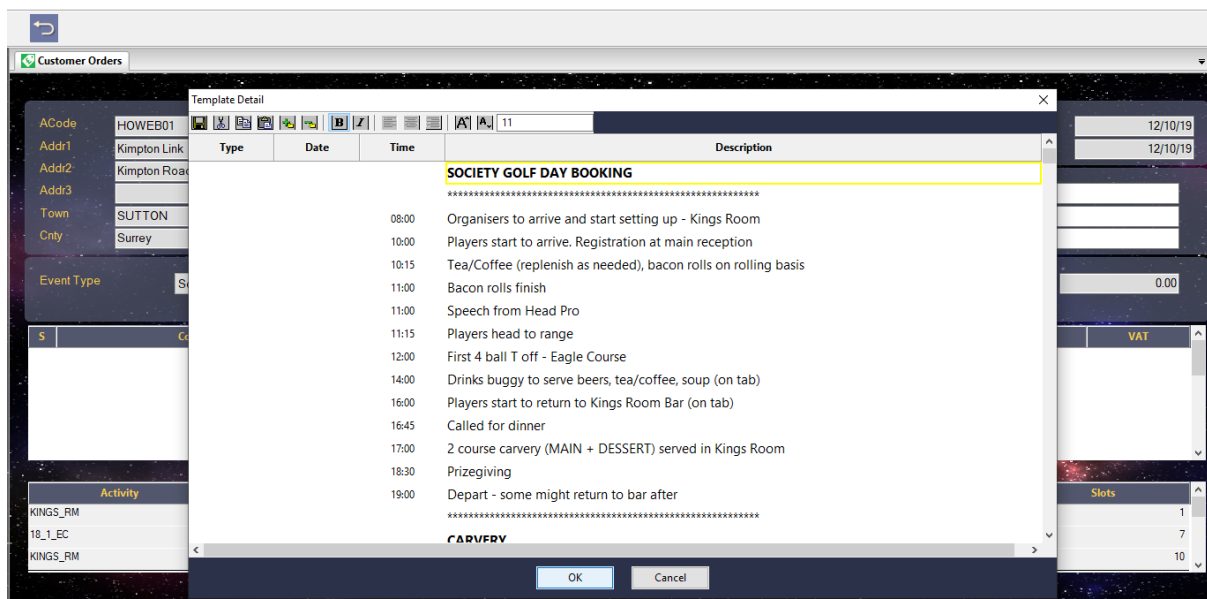
To begin, we will create a template. From the template screen, select 'Help'



Select 'Create New Template'

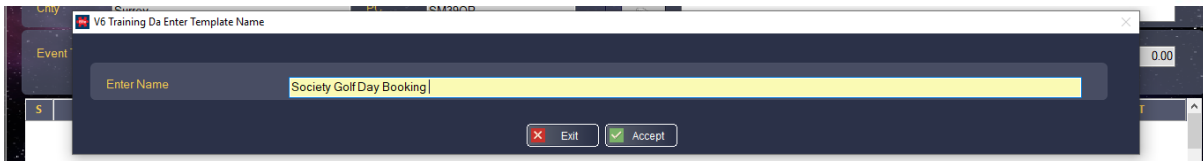


Once you have completed your template, select 'Ok'

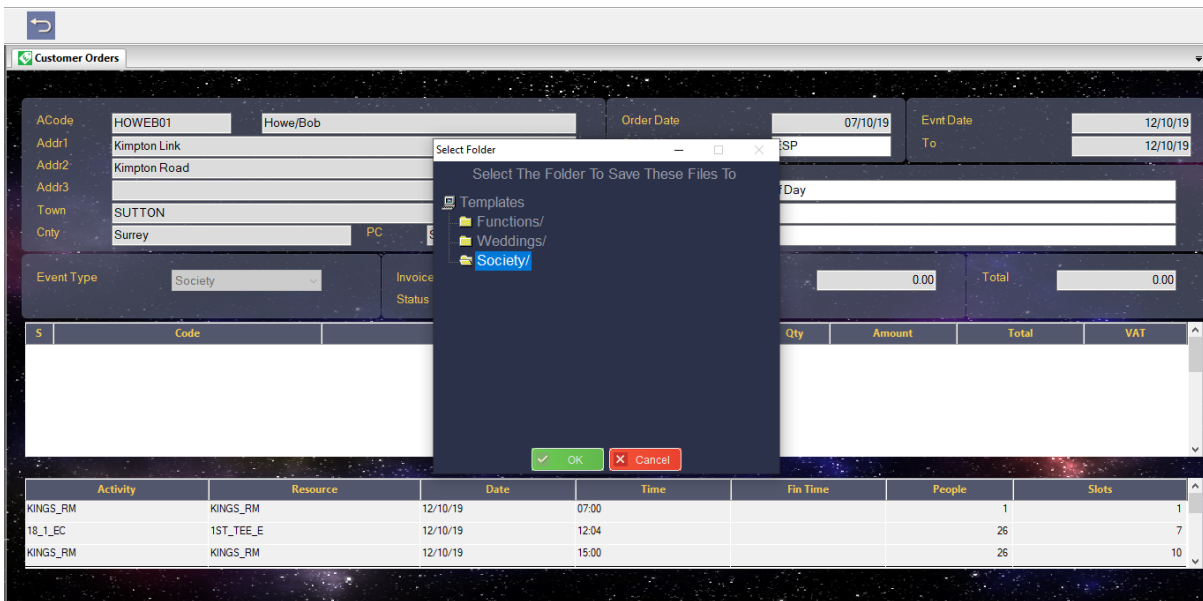




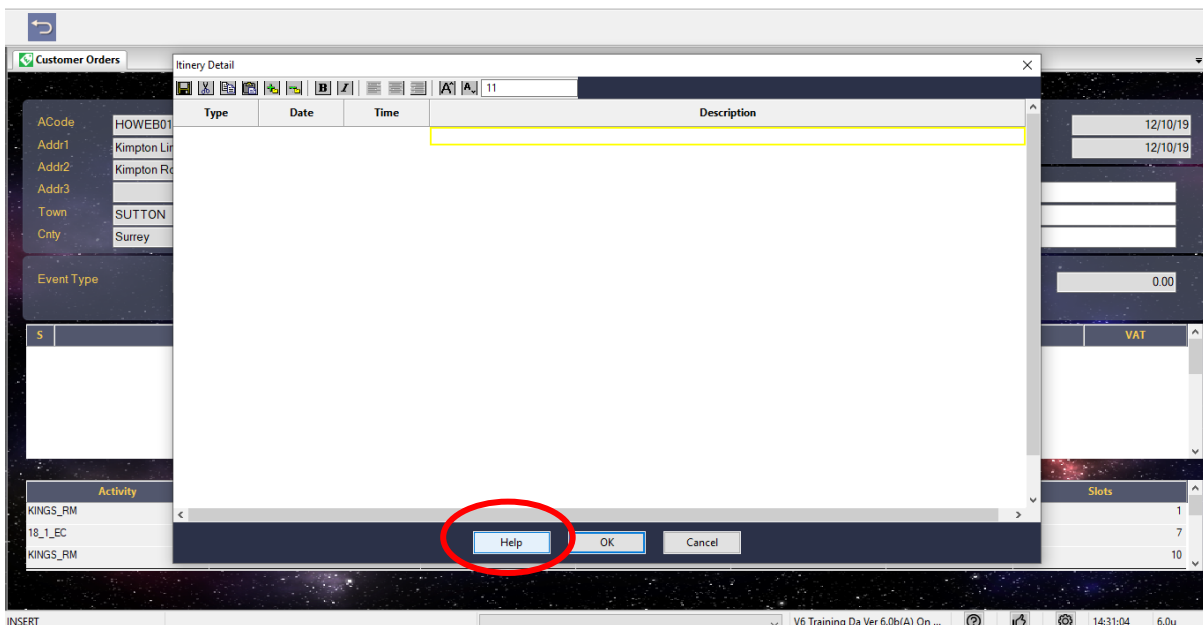
## Name your template



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

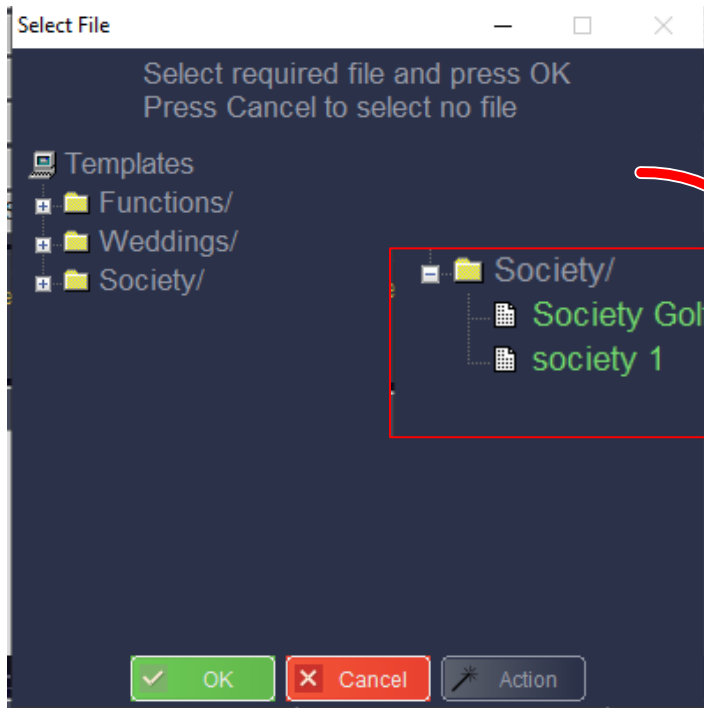


To load up a template you have created, go back to the booking screen, select itinerary, then select 'Help'



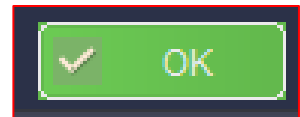


Next, select 'Select A Template'



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.

