



# Duplicating a Group Booking

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## Duplicating a Group Booking

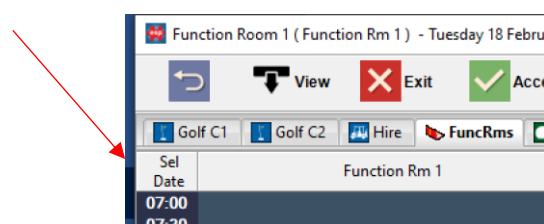
1. From the bookings screen, find the group booking you want to duplicate.

Sel Date	Function Rm 1	Function Rm 2	Function Rm 3	Function Rm 4
07:00				
07:30				
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00	Team Meeting			
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				
20:00				
20:30				
21:00				
21:30				
22:00				
22:30				
23:00				
23:30				

2. Select the booking and drag across the screen.

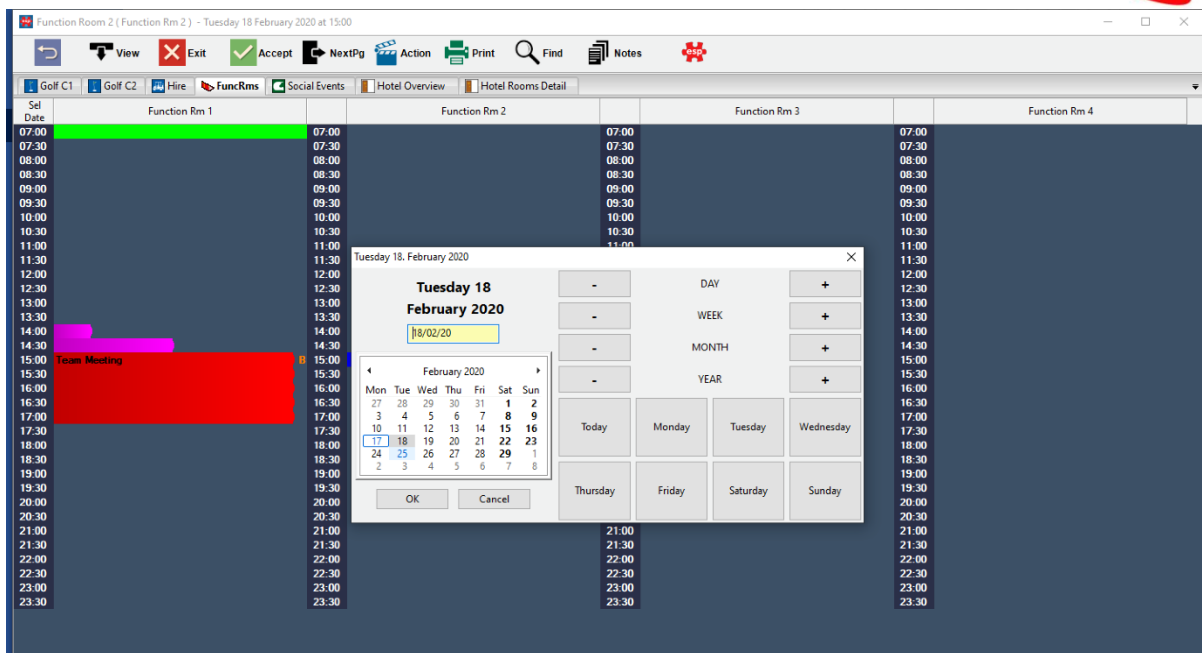
Sel Date	Function Rm 1	Function Rm 2	Function Rm 3	Function Rm 4
07:00				
07:30				
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00	Team Meeting			
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				
20:00				
20:30				
21:00				
21:30				
22:00				
22:30				
23:00				
23:30				

3. The green highlighted field indicates where your booking could be located.
4. To select a different date to the current, select 'Sel Date'.

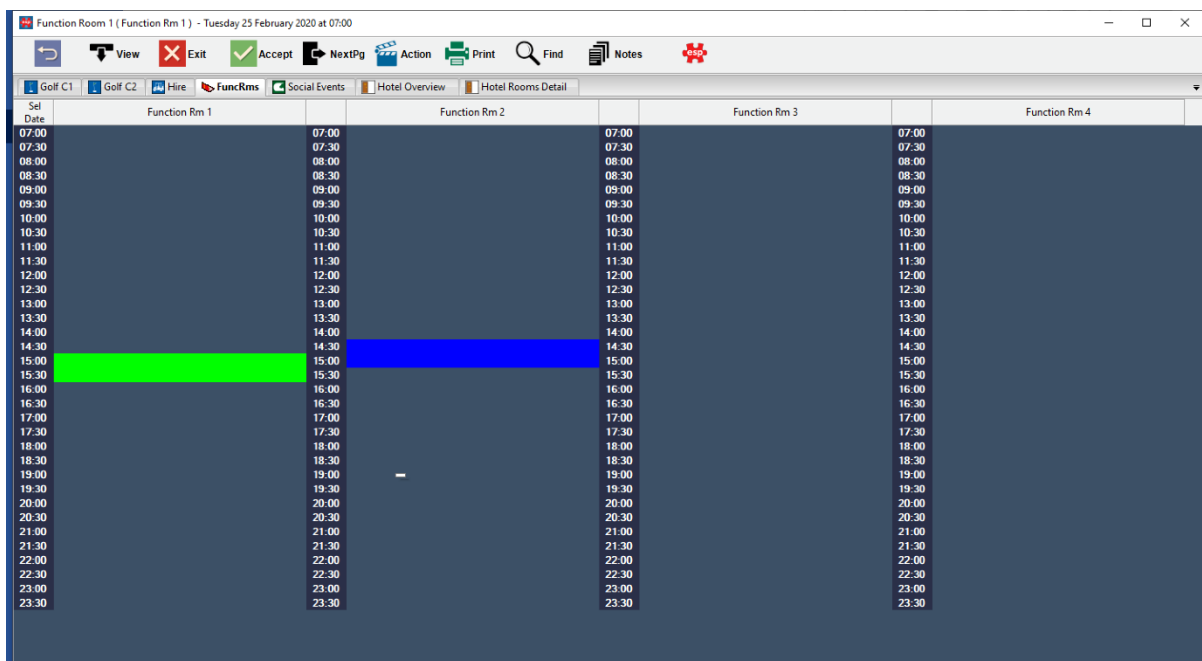




5. Choose the desired date.

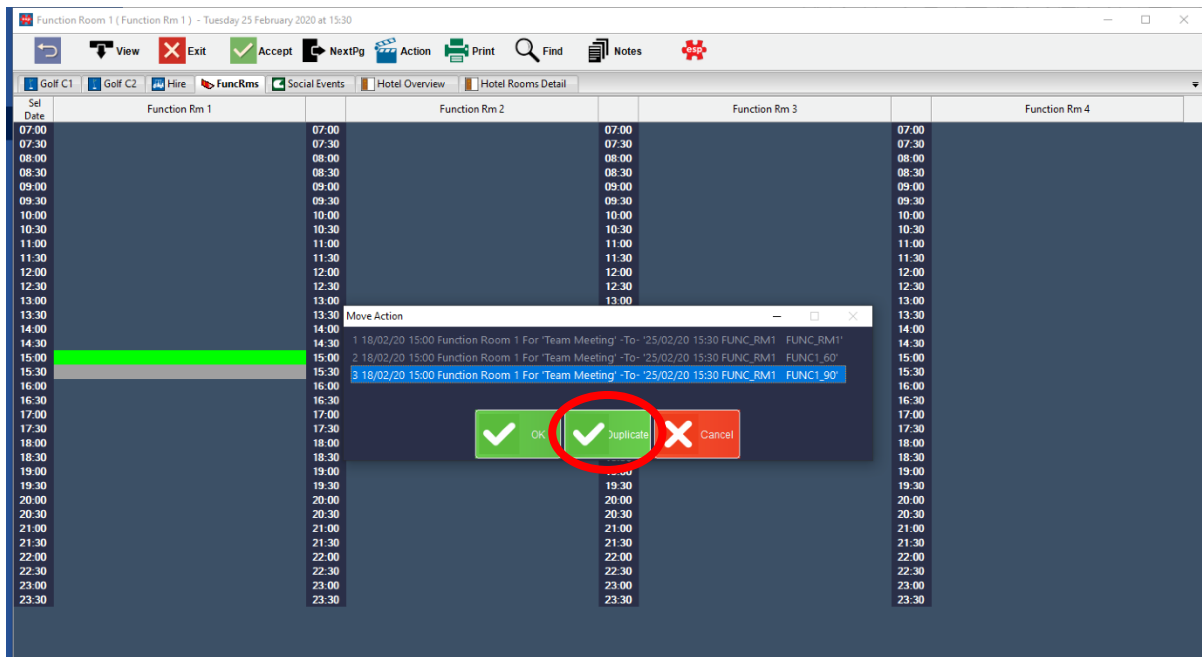


6. Using your cursor, navigate to the time you wish the booking to begin.



7. Click into the field

8. When the following menu appears, select duplicate.



9. You have now successfully duplicated the booking.

