



# Moving a Group Booking

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## Moving a Group Booking

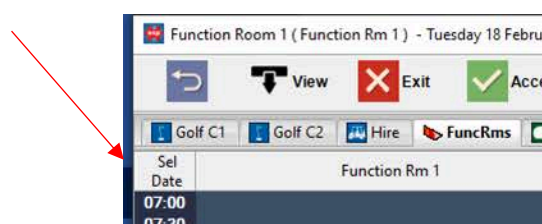
1. From the bookings screen, find the group booking you want to move.

The screenshot shows a software interface for managing bookings. The title bar reads "Function Room 1 ( Function Rm 1 ) - Tuesday 18 February 2020 at 15:00". The interface includes a menu bar with options like View, Exit, Accept, NextPg, Action, Print, Find, and Notes. Below the menu bar are tabs for Golf C1, Golf C2, Hire, FuncRms, Social Events, Hotel Overview, and Hotel Rooms Detail. The main area is a grid with columns for Function Rm 1, Function Rm 2, Function Rm 3, and Function Rm 4, and rows for Sel Date from 07:00 to 23:30. A red rectangular booking is highlighted in the Function Rm 1 column, spanning from 14:30 to 17:30.

2. Select the booking and drag across the screen.

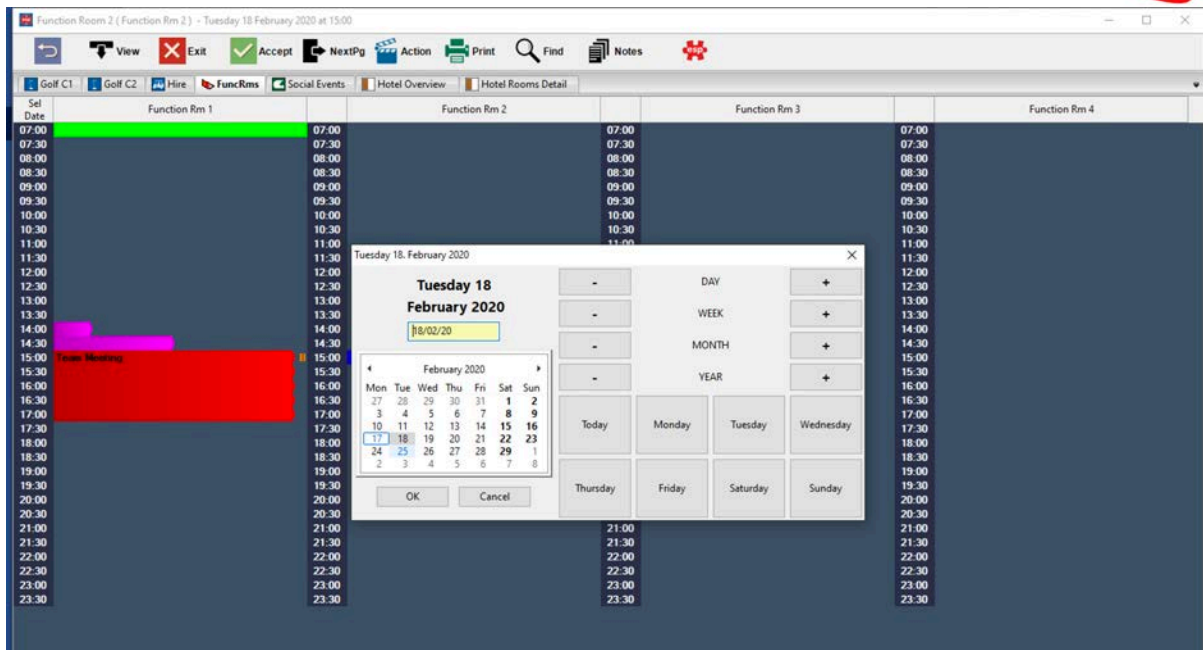
This screenshot shows the same software interface as the previous one. The red rectangular booking has been moved from the Function Rm 1 column to the Function Rm 2 column, still spanning from 14:30 to 17:30. A green horizontal bar is visible in the Function Rm 2 column at the 14:00 time slot, indicating a potential location for the booking.

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

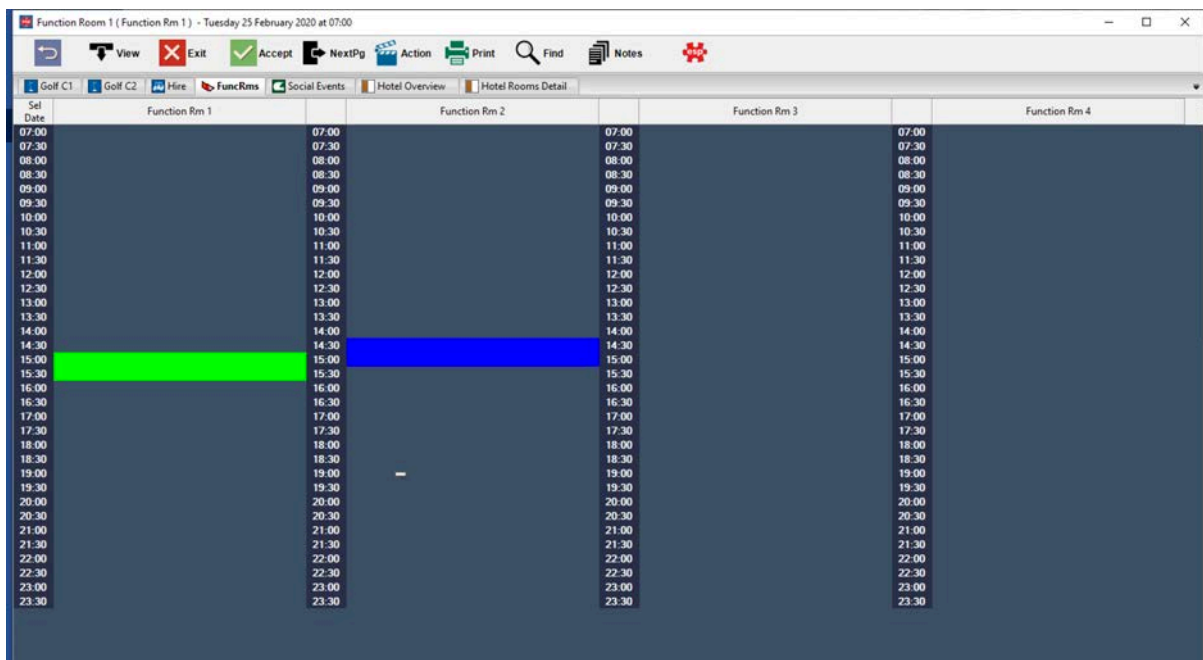




5. Choose the desired date.



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 'OK'.



Function Room 1 (Function Rm 1) - Tuesday 25 February 2020 at 15:30

Move Action

- 1 18/02/20 15:00 Function Room 1 For "Team Meeting" -To: 25/02/20 15:30 FUNC\_RM1 FUNC\_RM1
- 2 18/02/20 15:00 Function Room 1 For "Team Meeting" -To: 25/02/20 15:30 FUNC\_RM1 FUNC1\_80
- 3 18/02/20 15:00 Function Room 1 For "Team Meeting" -To: 25/02/20 15:30 FUNC\_RM1 FUNC1\_90

Buttons: OK, Duplicate, Cancel

9. You have now successfully moved the booking.

Function Room 1 (Function Rm 1) - Tuesday 25 February 2020 at 15:30

Booking Grid:

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				
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	21:30				
	22:00				