

Links Modular Solutions

Version 2015.2 Release Notes

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New Login Screen, Home screen and Toolbar

New Login Screen

The login screen has had a makeover.



New Home Screen

The home screen has been updated providing extended functionality along with the updated icons for the Links Modules.





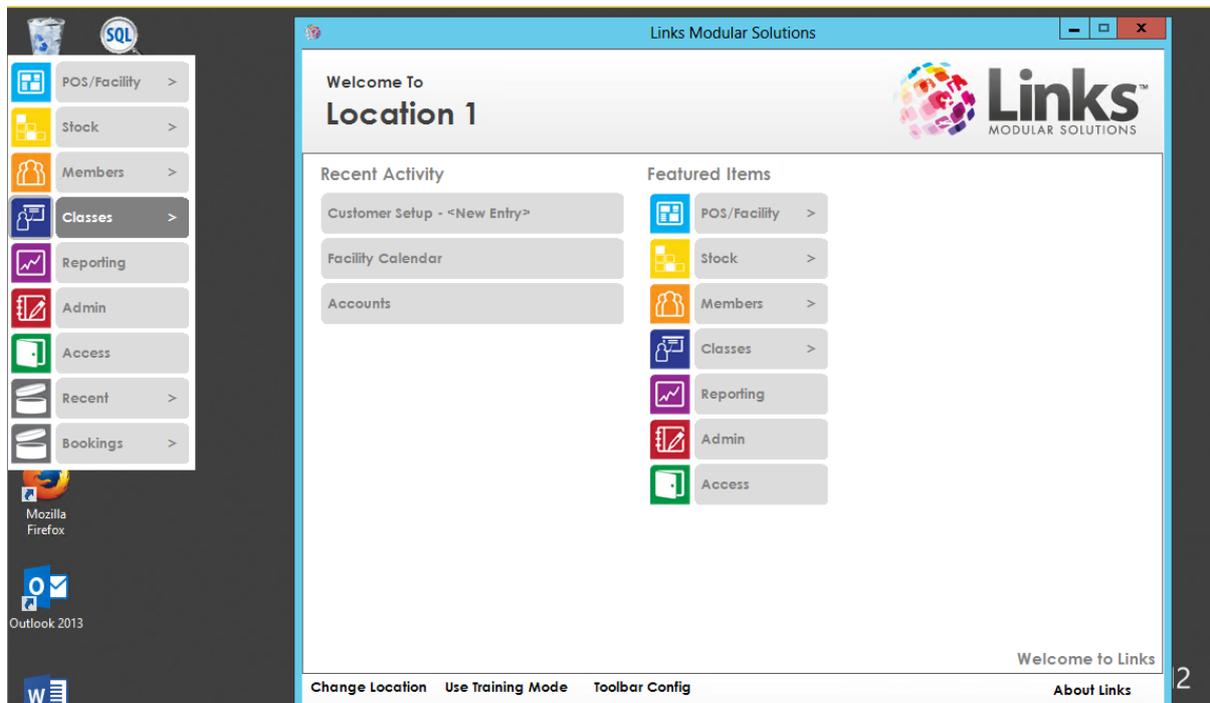
There is now a recent activity list where users can easily get back to screens they have recently had open.

Additionally the user can hover over key modules to get a sub-menu.

Recent Activity	Featured Items	
Customer Setup // JONES, INDIANA	POS/Facility >	Visual Scheduler
Accounts	Stock >	Daily Attendances
Visual Scheduler - All Class Types	Members >	Daily Classes
View Customer Contracts	Classes >	Cancel Student Bookings
Enquiry Manager	Reporting	Web To Do
Visual Facility Bookings - 50M Pool	Admin	View Student Wait List
Visual Facility Bookings - AC TRIAL	Access	Wait List Requests
Visual Facility Bookings - AC TRIAL		Student Details
		Families
		Teachers Absences

New Toolbar

There is now a tool bar that can be activated in the top left of the screen when Links is active by hovering the mouse over a launch pixel. The menu options will be the same as the module menu on the home screen with the addition of Recent and Booking options.





The toolbar can be activated by the Toolbar Config button on the bottom of the module screen. The hook size is the size of the launch pixel that will activate the tool bar, 1 is the smallest launch size.

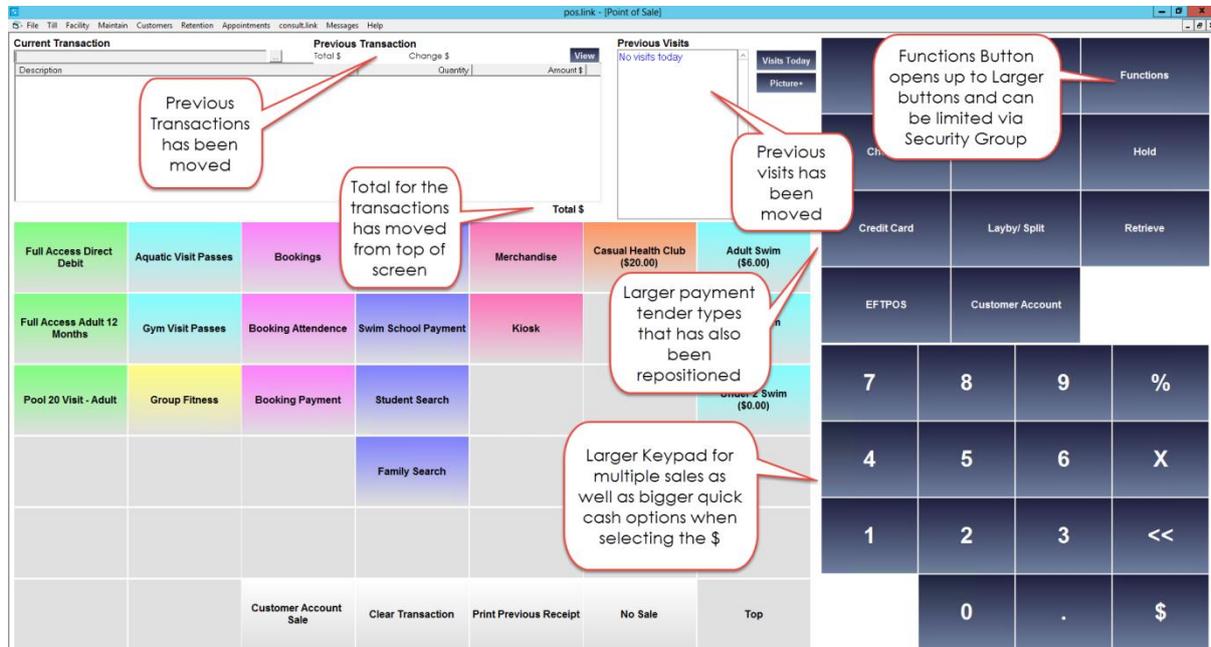


Toolbar Config

POS Changes

New Look and Screen Resize

The POS screen has a new look and will now re-size anywhere from 1024 x 768 screen resolution to a full screen.



The previous visits screen and the previous transactions view have been repositioned which allows for the enlargement of the Tender and keypad buttons.

The Functions button now opens up on top of the tender and keypad buttons instead of another screen. If you do not choose an option and wish to return to the tender and keypad buttons the Exit button can be selected.

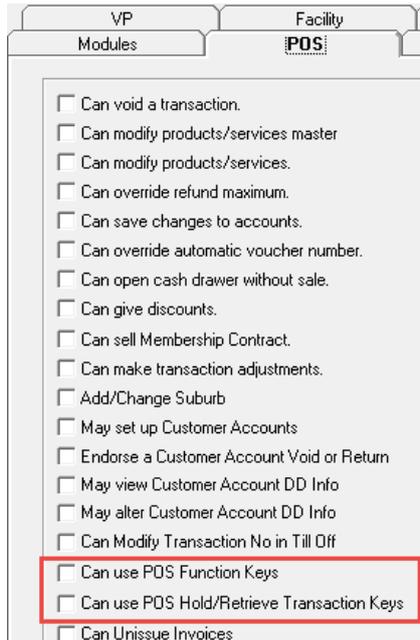


Function and Hold/Retrieve Buttons Lockdown

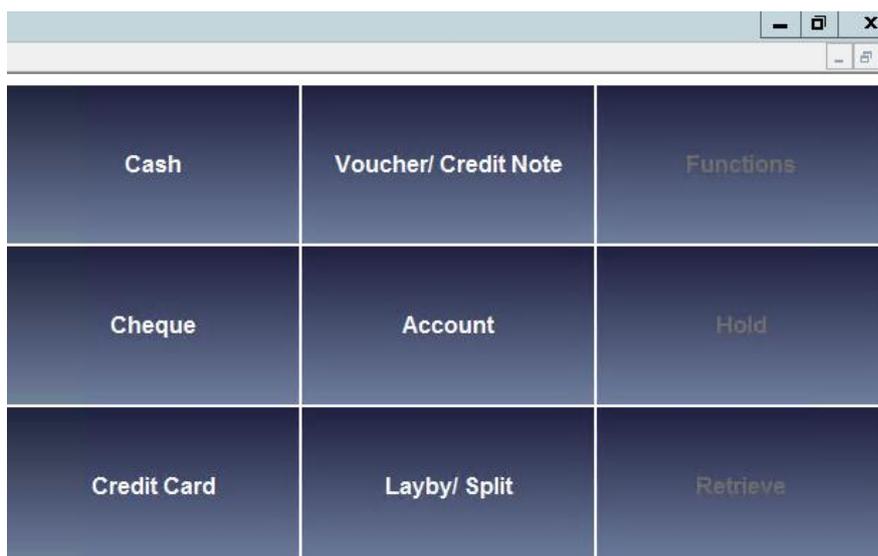
The use of the Function and Hold/Retrieve buttons can now be restricted via Security Groups. Within the Security Group set up, there are two options

- Can use POS Function Keys
- Can use POS Hold/Retrieve Transaction Keys

If these aren't selected, the user will not be able to use the Function and/or Hold/Retrieve buttons. This can be turned on in Admin> Security> Security Groups.



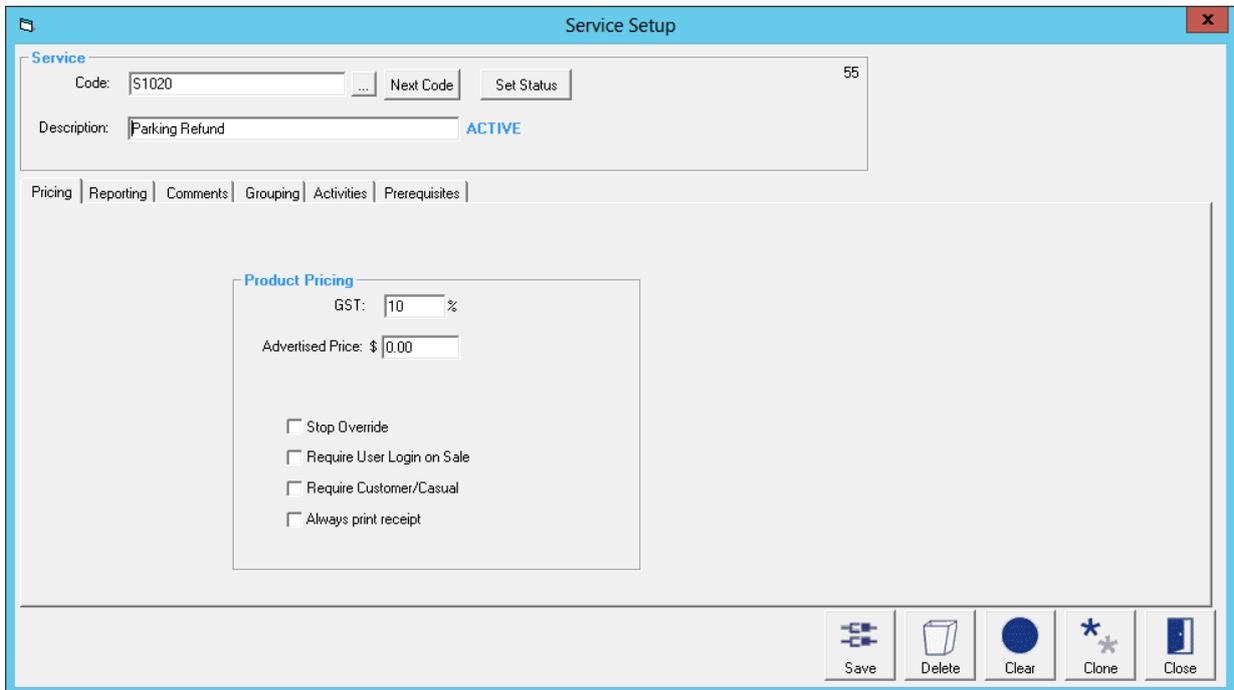
If staff do not have the correct security access, the buttons are greyed out on the POS screen for these staff.



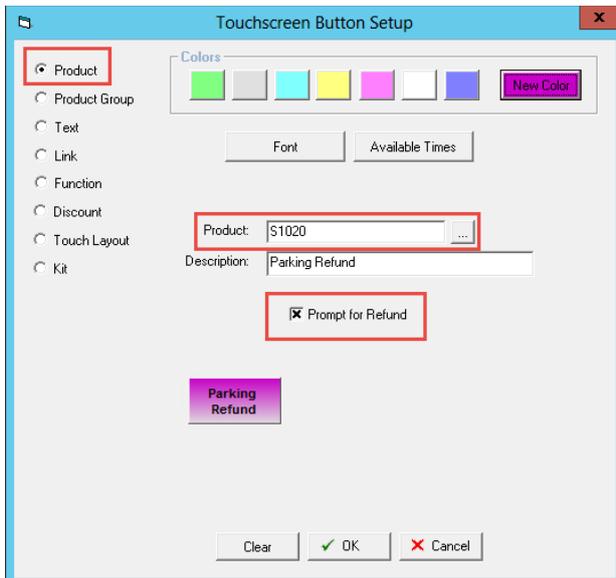
Simple Refunds

A Simple Refund allows you to setup a refund button on your POS layout, this allows staff to enter the amount required to refund upon selection of the button.

To enable this, you need to setup a new Service with \$0 price.



Once set up, this can then be added as a 'Product' through POS> Till> Touch Screen Layout.



When the Service is then selected, a prompt for Refund option is made available and the user is immediately prompted to enter an amount.

Current Transaction **Previous Transaction**
Total \$50 Change \$ [View](#)

Description	Quantity	Amount \$
Parking Refund	1	0.00
		Total \$

Previous Visits
No visits today

[Visits Today](#)
[Picture+](#)

Full Access Direct Debit	Aquatic Visit Passes	Bookings	Swim School Bookings	Merchandise	Casual Health Club (\$20.00)	Adult Swim (\$6.00)
Full Access Adult 12 Months	Gym Visit Passes	Booking Attendance	Swim School P			
Pool 20 Visit - Adult	Group Fitness	Booking Payment	Student Sea			
			Family Sea			
					STAFF DISCOUNT 25%	Parking Refund (\$0.00)

Enter Price

Enter Price of Parking Refund

Price \$ [OK](#)

7	8	9	%
4	5	6	X
1	2	3	<<
	0	.	\$

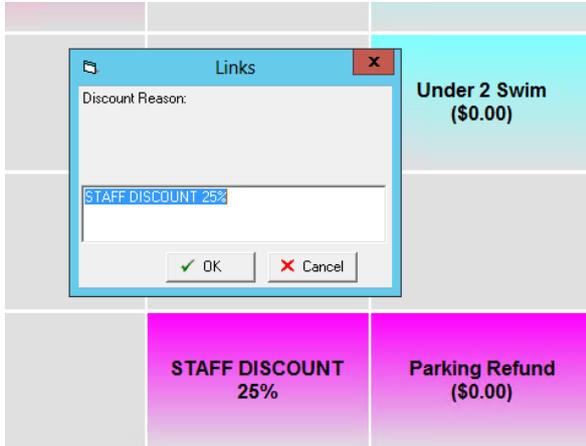
The amount will show as a refund in POS and can be refunded as normal.

TILL 1 Current Transaction **Previous Transaction**
Total \$6.09 Change \$ [View](#)

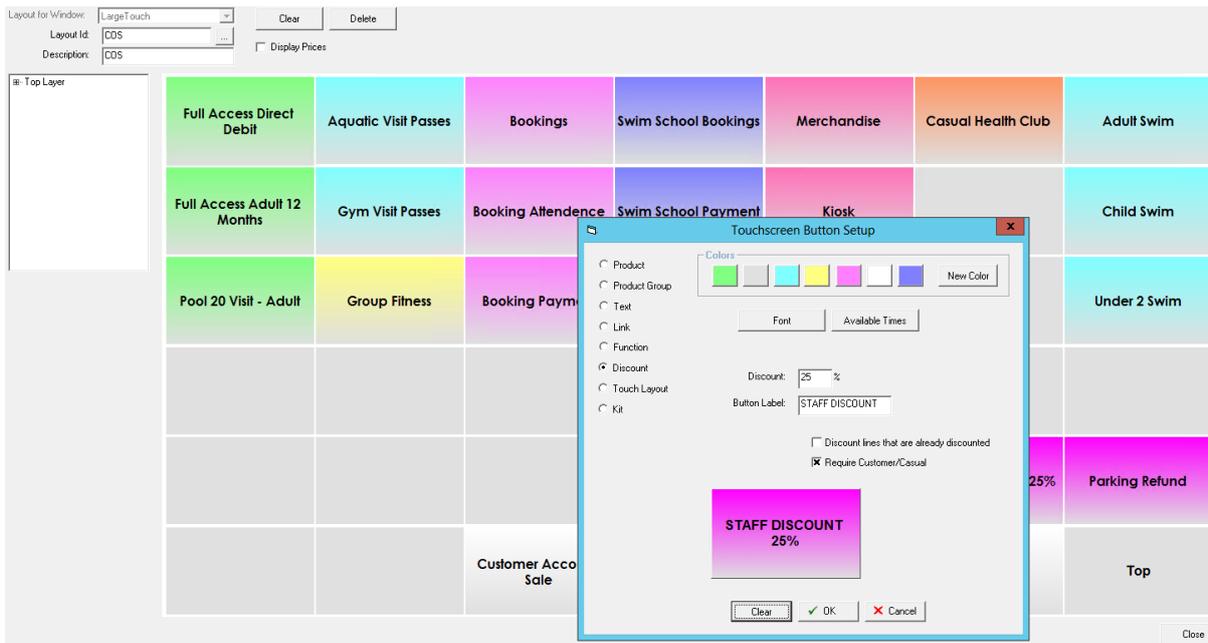
Description	Quantity	Amount \$
Parking Refund	1	-7.00
		Total \$-7.00

Discount Reason Pre-populates

If you use the discount button in POS, the button label now fills into the Discount Reason box along with the % when selected.



When setting up the POS discount button from POS> Till> Touch Screen Layout and select the discount option, ensure that you enter the button label as to what will be the discount reason.

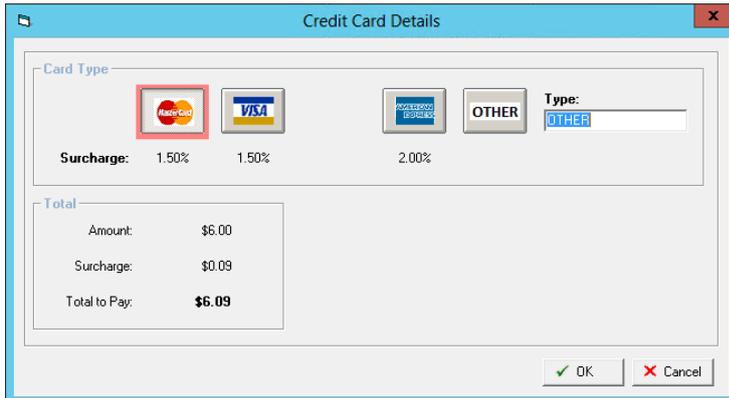


Credit Card Surcharge

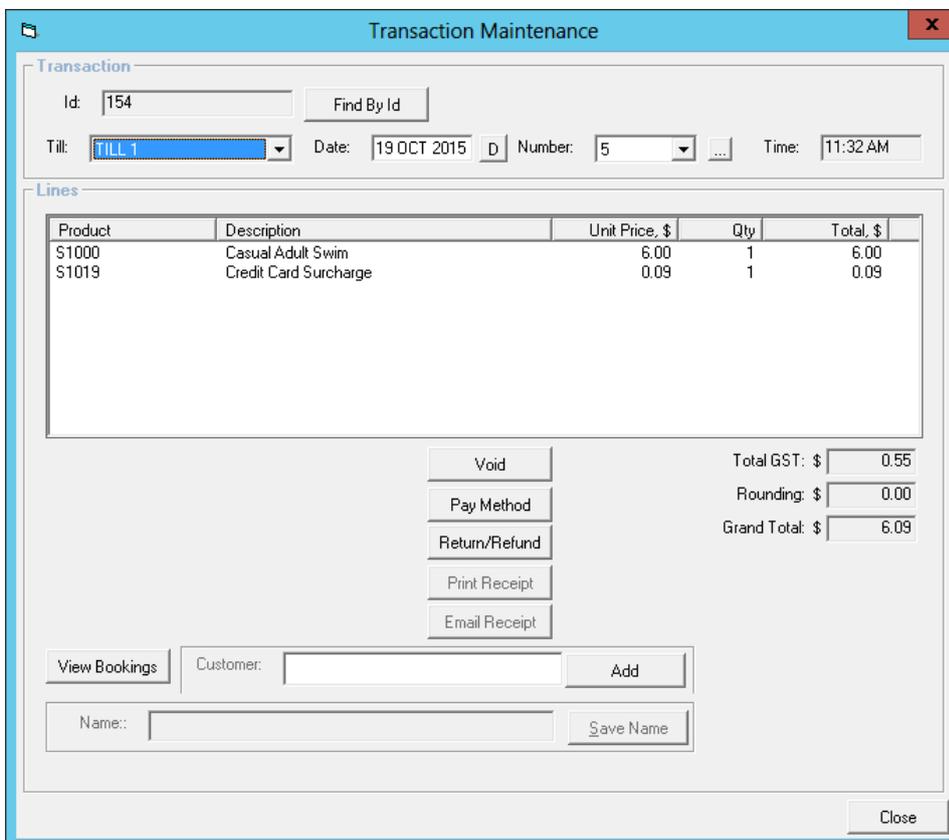
You now have the ability to set a surcharge per Credit Card type and assign a service code to track that income.

When the 'Credit Card' tender type is selected (or EFTPOS tender for LinksPOS or PC-EFTPOS clients) the below screen will prompt the user to select a Credit Card type and apply the relevant surcharge.

The 'Total to Pay' will be calculated and will be inclusive of the surcharge.

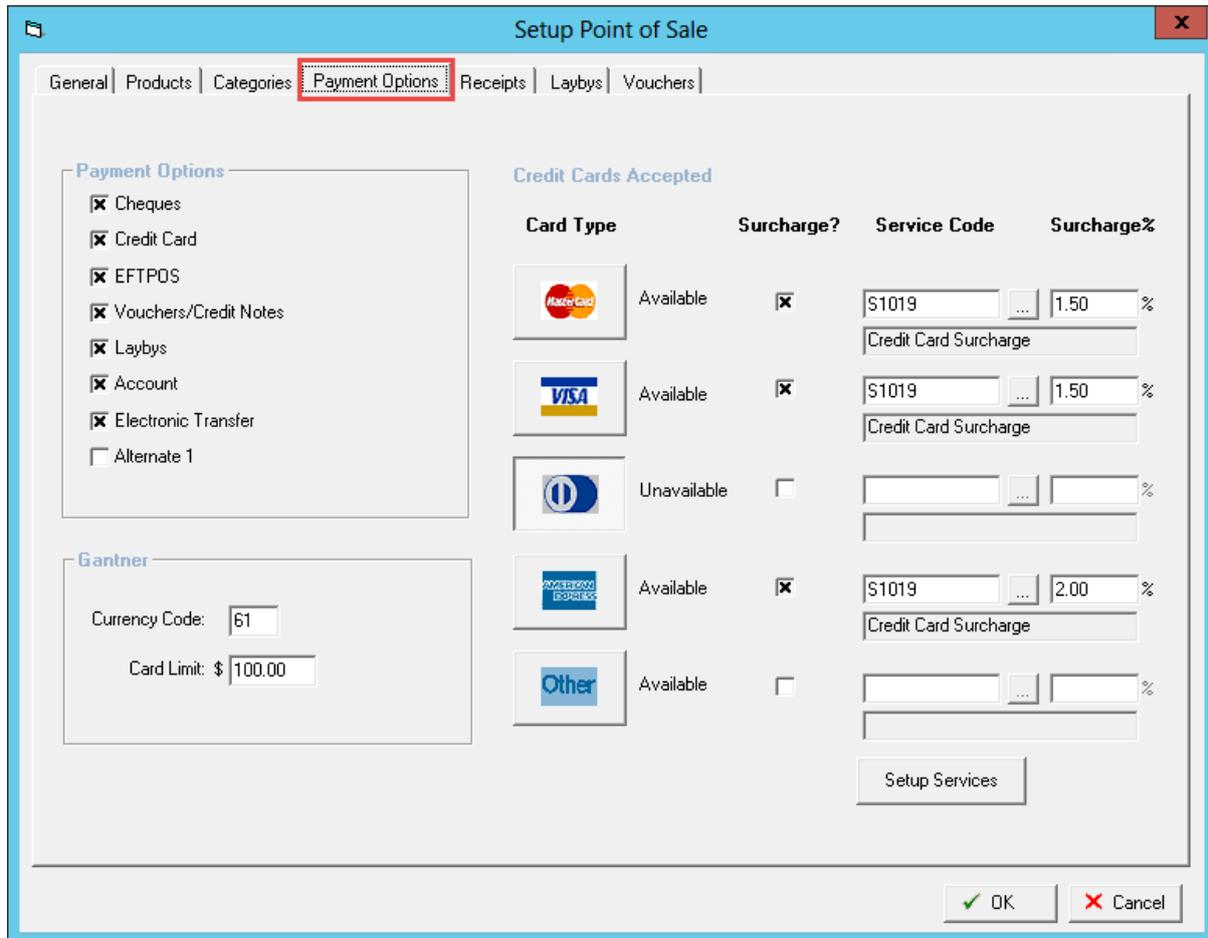


Select 'OK' to finalise the transaction. Links will automatically add the applicable Credit Card surcharge line to the transaction.



Product	Description	Unit Price, \$	Qty	Total, \$
S1000	Casual Adult Swim	6.00	1	6.00
S1019	Credit Card Surcharge	0.09	1	0.09

This can be set up in Admin> POS> Setup.



Card Type	Surcharge?	Service Code	Surcharge%
Available	<input checked="" type="checkbox"/>	S1019	1.50 %
Available	<input checked="" type="checkbox"/>	S1019	1.50 %
Available	<input checked="" type="checkbox"/>	S1019	2.00 %
Unavailable	<input type="checkbox"/>		
Available	<input type="checkbox"/>		

Note: If you want the surcharge to appear at the bottom of the list of products on the receipt ensure you give it a Service code starting with Z during the Service setup process.

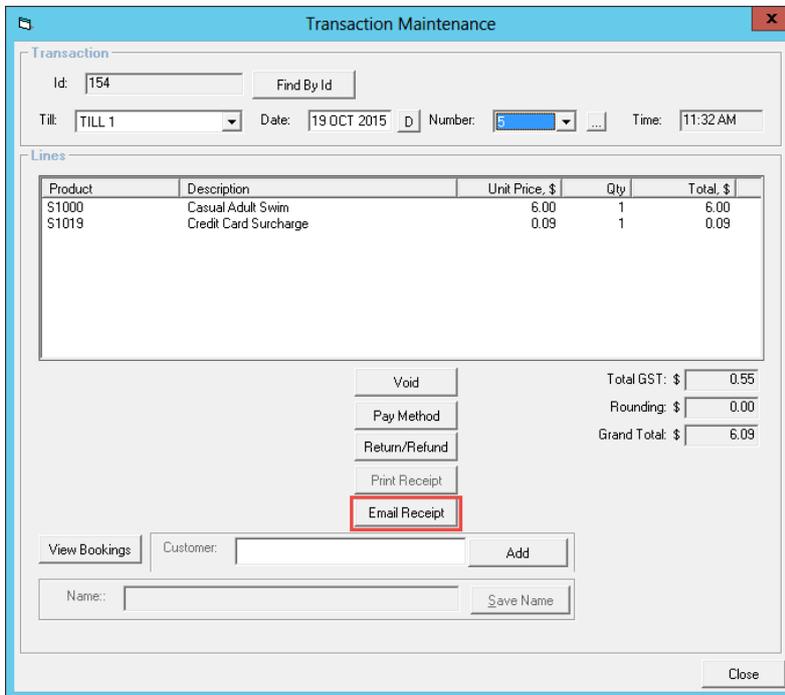
Also it is advisable to have 'Other' available as an accepted Credit Card type (especially if you are using PC EFTPOS). Just don't tick the Surcharge option, this can then be used to indicate when a card is used that doesn't require a surcharge (e.g Bank card)

Links Modular Solutions recommend contacting your Tax Attorney and consulting your Merchant Services Agreement prior to implementing credit card surcharges.

Emailing POS Receipts

POS receipts can now be emailed to Customers.

An 'Email Receipt' button has been added to the Transaction Maintenance screen as shown below.



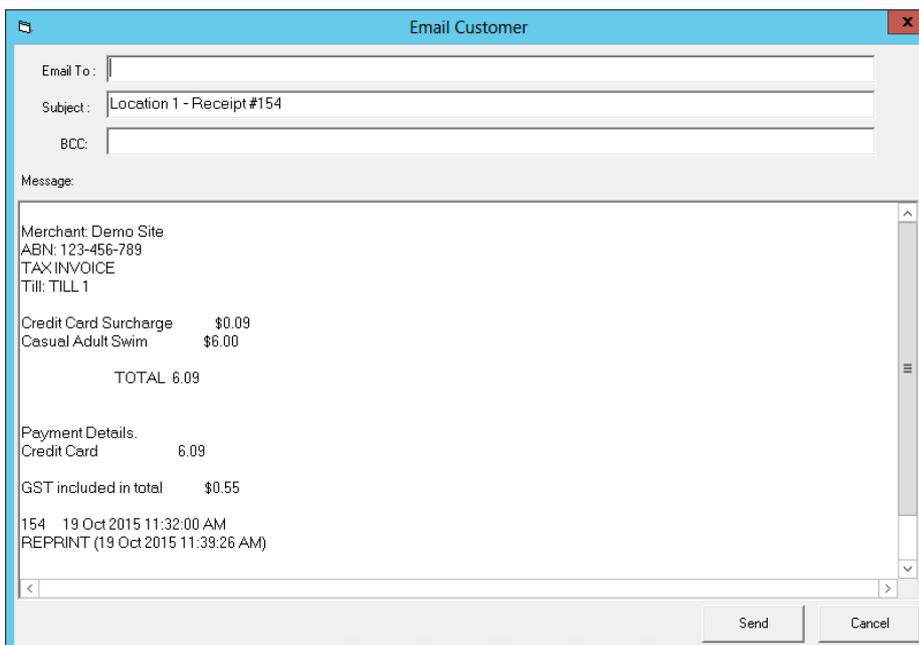
The screenshot shows the 'Transaction Maintenance' window. At the top, there are fields for 'Id' (154), 'Till' (TILL 1), 'Date' (19 OCT 2015), 'Number' (5), and 'Time' (11:32 AM). Below this is a table of transaction lines:

Product	Description	Unit Price, \$	Qty	Total, \$
S1000	Casual Adult Swim	6.00	1	6.00
S1019	Credit Card Surcharge	0.09	1	0.09

Below the table are buttons for 'Void', 'Pay Method', 'Return/Refund', 'Print Receipt', and 'Email Receipt' (highlighted with a red box). To the right of these buttons are summary fields: 'Total GST: \$ 0.55', 'Rounding: \$ 0.00', and 'Grand Total: \$ 6.09'. At the bottom, there are fields for 'Customer' and 'Name' with 'Add' and 'Save Name' buttons respectively.

Click on the 'Email Receipt' button to open the Email Customer screen.

If the transaction has been assigned to a Customer with an email entered this email will appear by default. Alternatively an email address can be entered at the time of sending the email.



The screenshot shows the 'Email Customer' window. It has fields for 'Email To:', 'Subject:' (Location 1 - Receipt #154), and 'BCC:'. Below these is a 'Message:' section containing the following text:

```

Merchant: Demo Site
ABN: 123-456-789
TAX INVOICE
Till: TILL 1

Credit Card Surcharge    $0.09
Casual Adult Swim        $6.00

TOTAL 6.09

Payment Details.
Credit Card              6.09

GST included in total    $0.55

154  19 Oct 2015 11:32:00 AM
REPRINT (19 Oct 2015 11:39:26 AM)
  
```

At the bottom right of the window are 'Send' and 'Cancel' buttons.



The email will be received in the recipient's inbox in the same format if the receipt had been printed.

Reply Reply All Forward

Wed 21/10/2015 12:10 PM

support@linksmodularsolutions.com

Location 1 - Receipt #154

To

Merchant: Demo Site
ABN: 123-456-789
TAX INVOICE
Till: TILL 1

Credit Card Surcharge	\$0.09
Casual Adult Swim	\$6.00
TOTAL	6.09

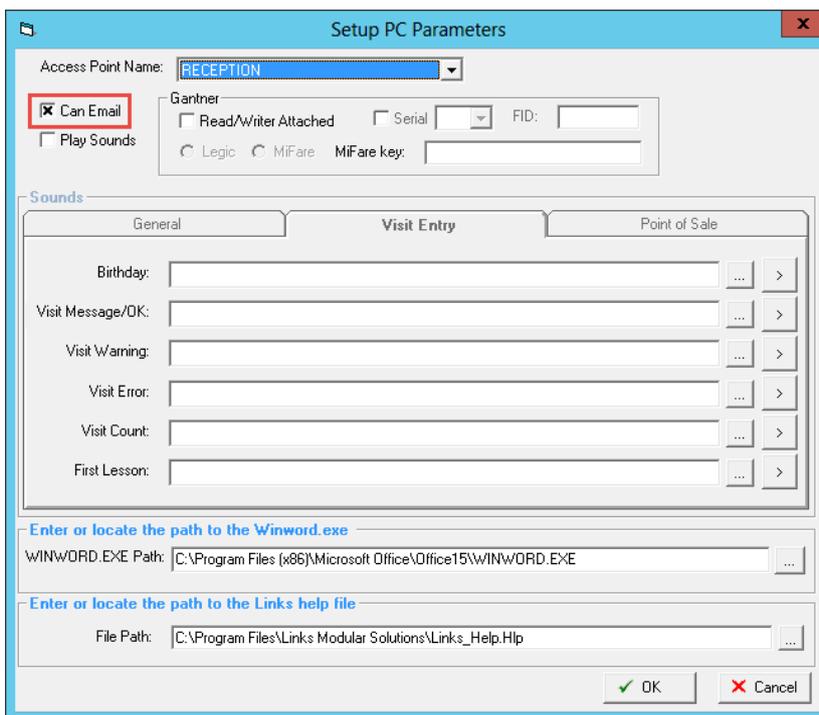
Payment Details.
Credit Card 6.09

GST included in total \$0.55

154 19 Oct 2015 11:32:00 AM
REPRINT (21 Oct 2015 12:10:03 PM)

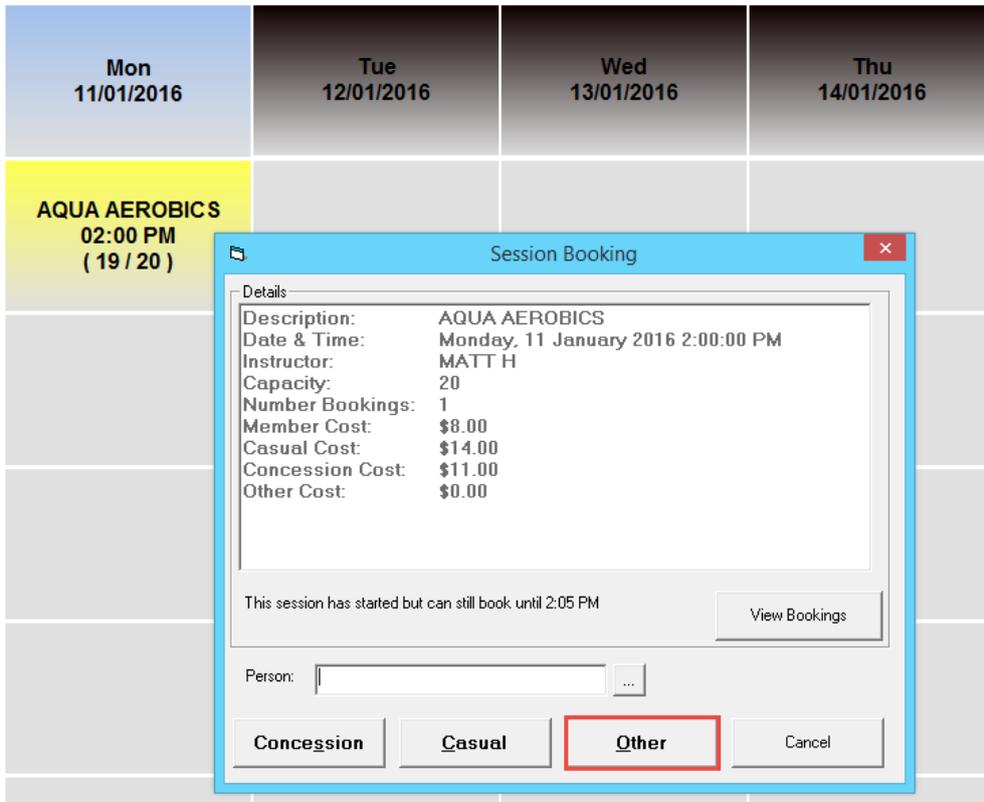
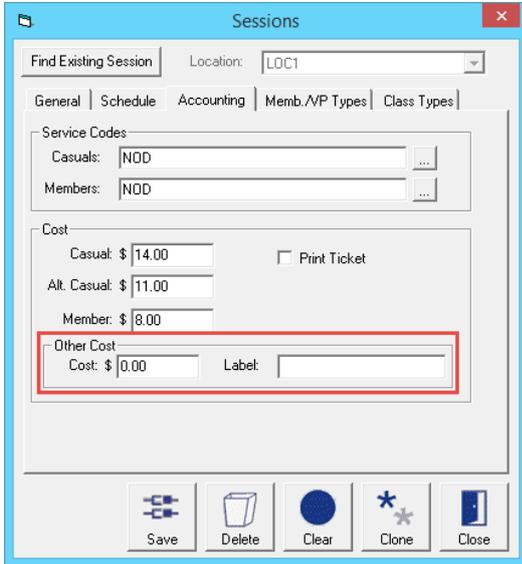
Demo Site

Your Email for SMTP needs to be setup please see the Links Wiki if you need assistance in this setup. If you have already setup SMTP or you wish to use the local email on that computer then you will need to go to Admin> Setup PC> Setup for PC and select 'Can Email'.



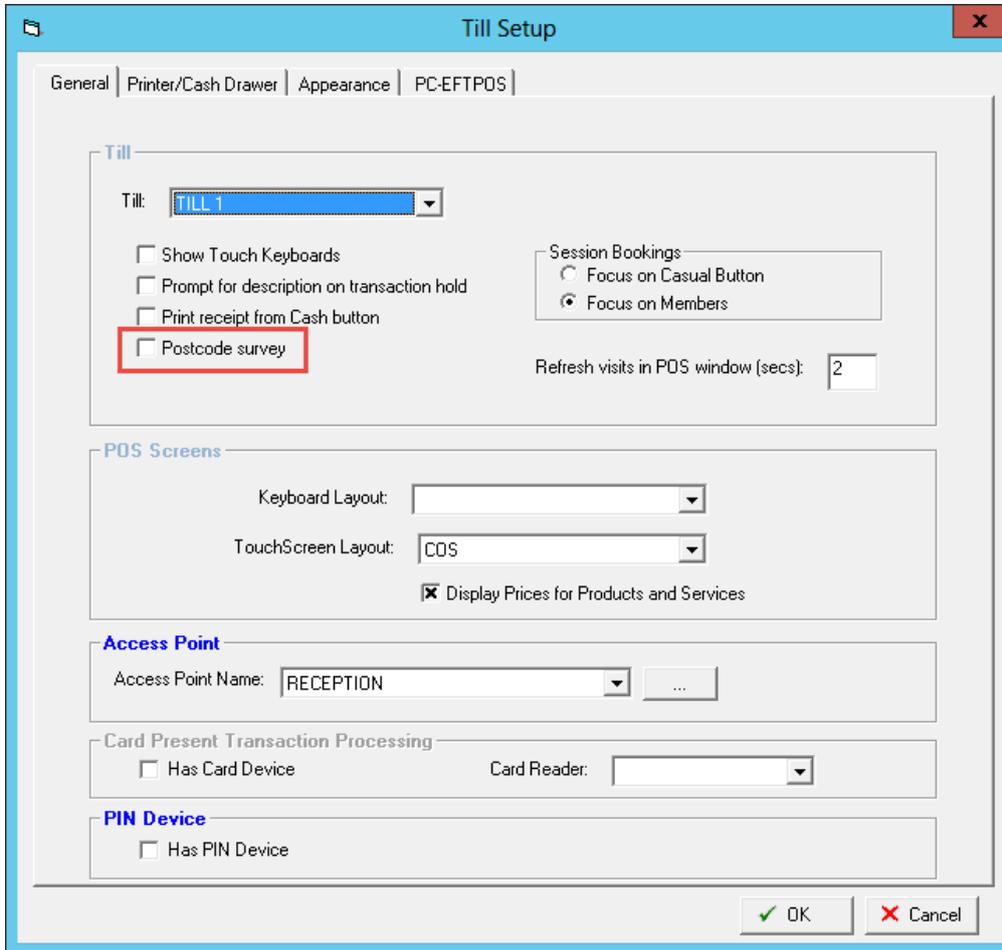
Other Cost for Sessions is now available when the cost is set to \$0.00

Bookings can now be made using the 'Other Cost' option when the cost is set to \$0. Previously this booking option was only available if a cost greater than \$0 was entered.



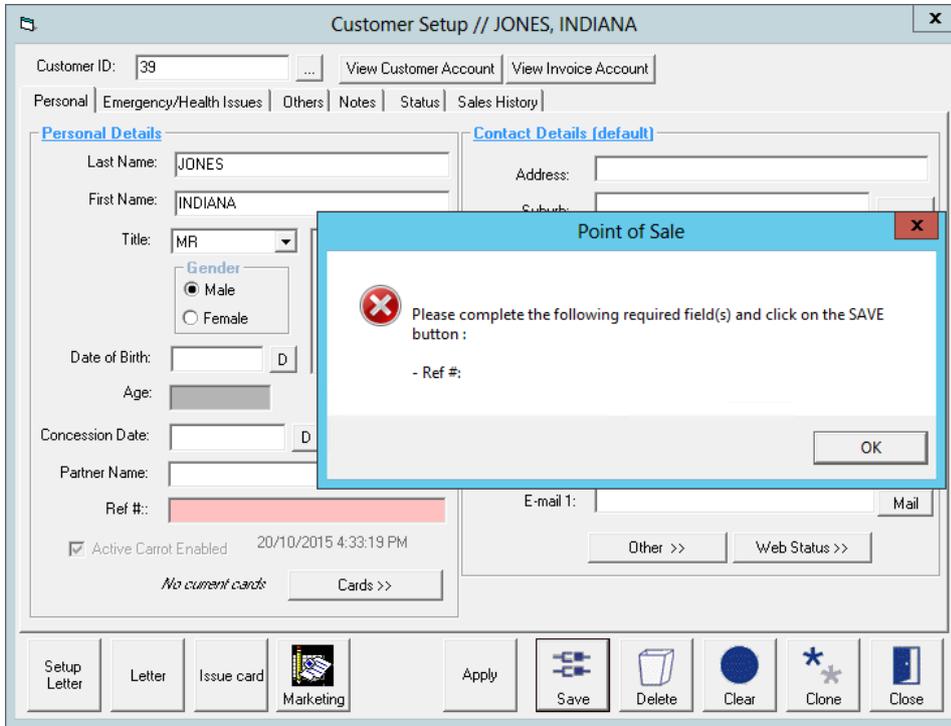
Postcode Survey can now be set by host (PC)

The Postcode Survey is now by host (PC) instead of all locations. The Postcode Survey is now in POS> Till> Setup.



Reference Number field Mandatory in Customer Setup

The REF# field in the Customer Screen can now be a mandatory field. Once turned on staff will not be able to save the customer until completed.



Customer Setup // JONES, INDIANA

Customer ID: 39 [View Customer Account] [View Invoice Account]

Personal | Emergency/Health Issues | Others | Notes | Status | Sales History

Personal Details

Last Name: JONES
 First Name: INDIANA
 Title: MR
 Gender: Male Female
 Date of Birth: [] D
 Age: []
 Concession Date: [] D
 Partner Name: []

Contact Details (default)

Address: []
 Suburb: []
 E-mail 1: [] Mail

Ref #: []

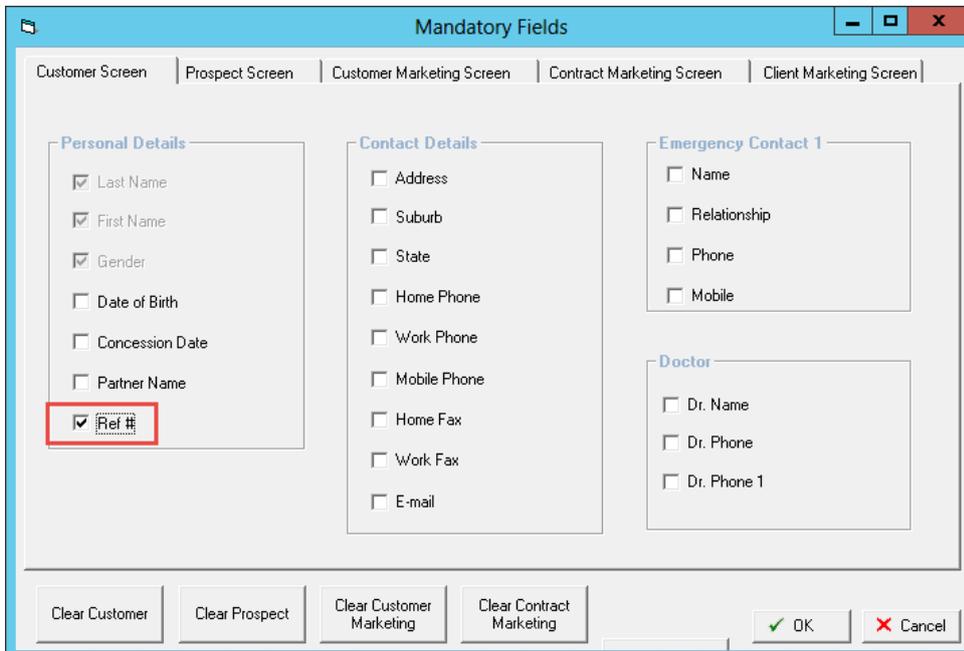
Active Carrot Enabled 20/10/2015 4:33:19 PM

No current cards [Cards >>]

[Other >>] [Web Status >>]

[Setup Letter] [Letter] [Issue card] [Marketing] [Apply] [Save] [Delete] [Clear] [Clone] [Close]

To turn this on go to Admin > Site > Mandatory Fields.



Mandatory Fields

Customer Screen | Prospect Screen | Customer Marketing Screen | Contract Marketing Screen | Client Marketing Screen

Personal Details

Last Name
 First Name
 Gender
 Date of Birth
 Concession Date
 Partner Name
 Ref #

Contact Details

Address
 Suburb
 State
 Home Phone
 Work Phone
 Mobile Phone
 Home Fax
 Work Fax
 E-mail

Emergency Contact 1

Name
 Relationship
 Phone
 Mobile

Doctor

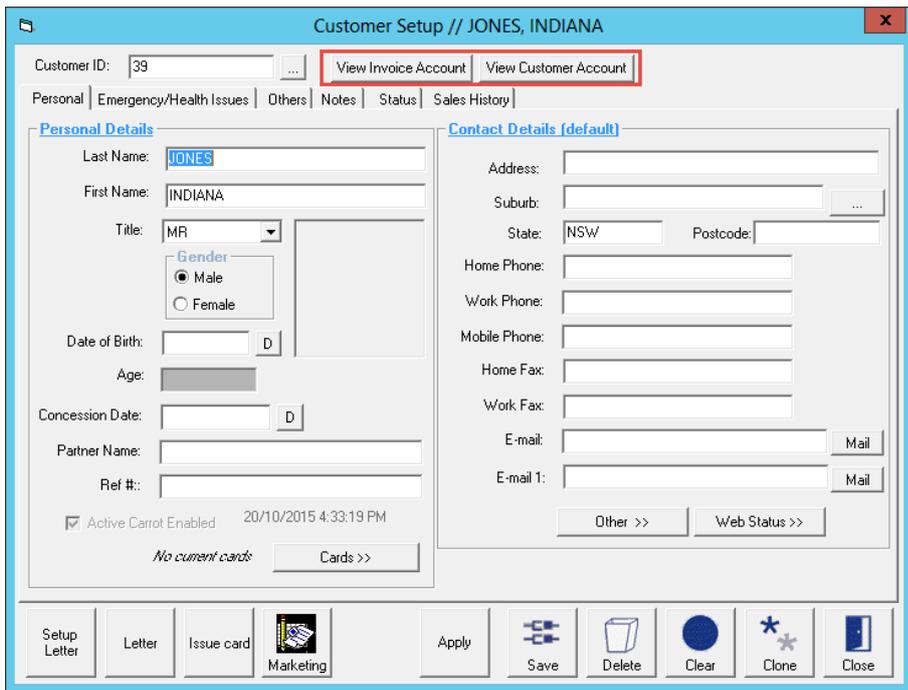
Dr. Name
 Dr. Phone
 Dr. Phone 1

[Clear Customer] [Clear Prospect] [Clear Customer Marketing] [Clear Contract Marketing] [OK] [Cancel]

Customer Screen Changes

From the customer screen you are now able to go straight to that customer's 'Invoice Account' as well as their 'Customer Account', without the need of going to each of the areas separately and re searching.

Once the relevant screen is open it has the same functionality as the normal Accounts screen and Customer Account screen.



Customer Setup // JONES, INDIANA

Customer ID: 39 View Invoice Account View Customer Account

Personal | Emergency/Health Issues | Others | Notes | Status | Sales History

Personal Details

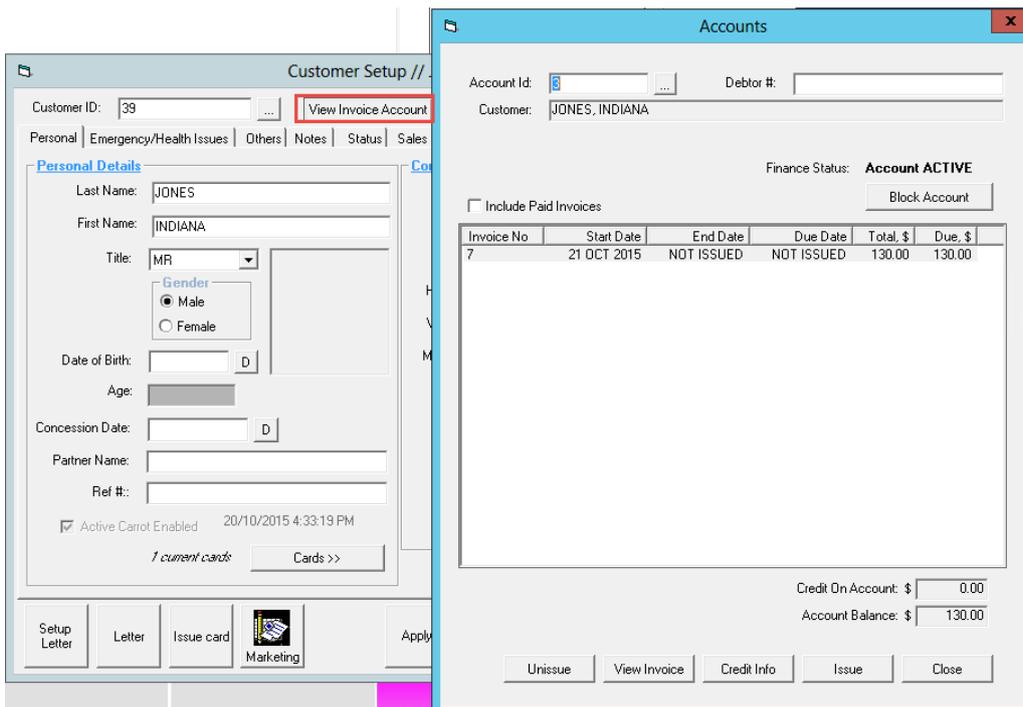
Last Name: JONES
 First Name: INDIANA
 Title: MR
 Gender: Male Female
 Date of Birth: D
 Age:
 Concession Date: D
 Partner Name:
 Ref #:
 Active Carrot Enabled 20/10/2015 4:33:19 PM
No current cards Cards >>

Contact Details (default)

Address:
 Suburb: ...
 State: NSW Postcode:
 Home Phone:
 Work Phone:
 Mobile Phone:
 Home Fax:
 Work Fax:
 E-mail: Mail
 E-mail 1: Mail
Other >> Web Status >>

Setup Letter Issue card Marketing Apply Save Delete Clear Clone Close

View Invoice Account



Customer Setup // JONES, INDIANA View Invoice Account

Personal | Emergency/Health Issues | Others | Notes | Status | Sales History

Personal Details

Last Name: JONES
 First Name: INDIANA
 Title: MR
 Gender: Male Female
 Date of Birth: D
 Age:
 Concession Date: D
 Partner Name:
 Ref #:
 Active Carrot Enabled 20/10/2015 4:33:19 PM
1 current cards Cards >>

Accounts

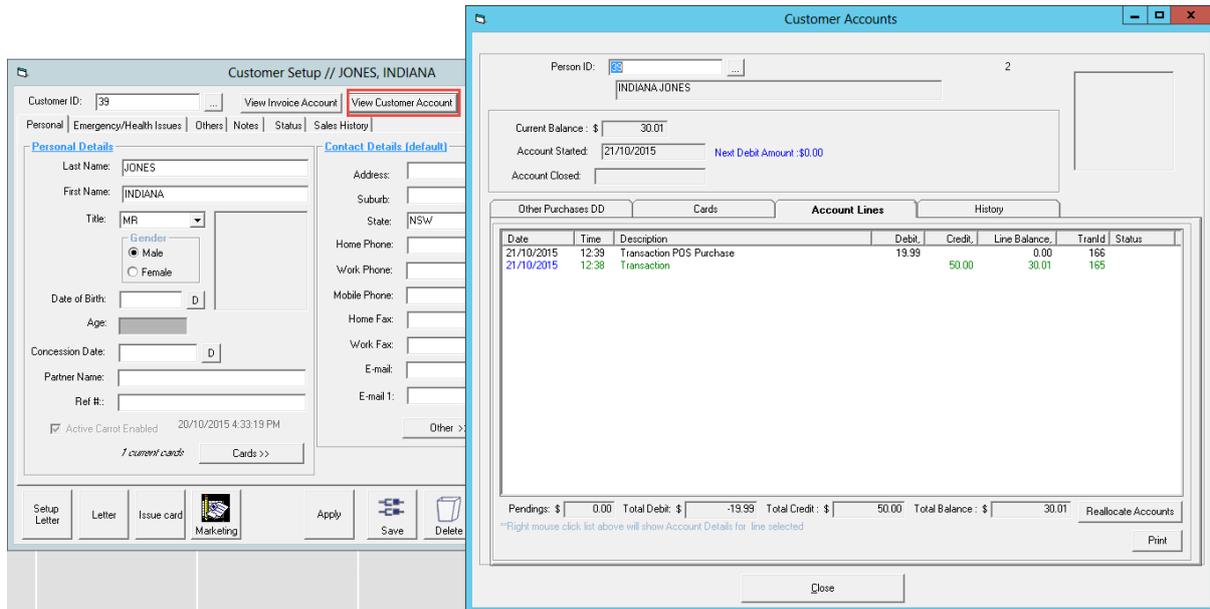
Account Id: 8 Debtor #:
 Customer: JONES, INDIANA
 Finance Status: **Account ACTIVE**
 Include Paid Invoices Block Account

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
7	21 OCT 2015	NOT ISSUED	NOT ISSUED	130.00	130.00

Credit On Account: \$ 0.00
 Account Balance: \$ 130.00

Unissue View Invoice Credit Info Issue Close

View Customer Account



Customer Setup // JONES, INDIANA

Customer ID: 39 View Invoice Account **View Customer Account**

Personal | Emergency/Health Issues | Others | Notes | Status | Sales History

Personal Details

Last Name: JONES
 First Name: INDIANA
 Title: MR
 Gender: Male Female
 Date of Birth: [] D
 Age: []
 Concession Date: [] D
 Partner Name: []
 Ref #: []
 Active Carrot Enabled 20/10/2015 4:33:19 PM
 7 current cards Cards >>

Contact Details (default)

Address: []
 Suburb: []
 State: NSW
 Home Phone: []
 Work Phone: []
 Mobile Phone: []
 Home Fax: []
 Work Fax: []
 E-mail: []
 E-mail 1: []

Customer Accounts

Person ID: 88
 INDIANA JONES

Current Balance: \$ 30.01
 Account Started: 21/10/2015 Next Debit Amount: \$0.00
 Account Closed: []

Other Purchases DD | Cards | **Account Lines** | History

Date	Time	Description	Debit	Credit	Line Balance	Tran Id	Status
21/10/2015	12:39	Transaction POS Purchase	19.99	0.00	0.00	166	
21/10/2015	12:38	Transaction		50.00	30.01	165	

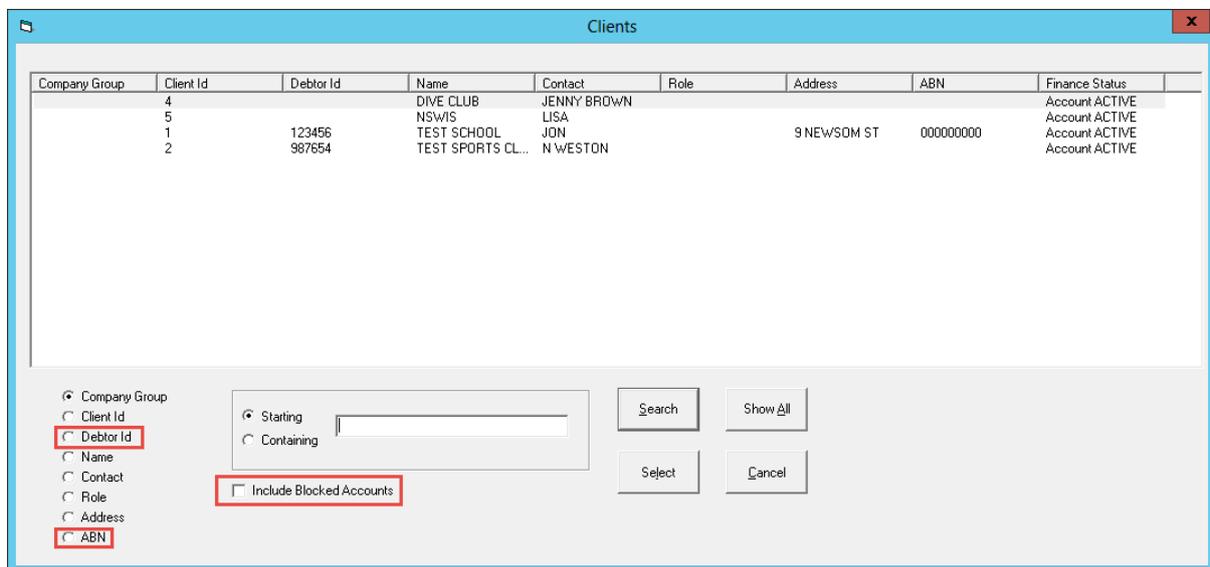
Pendings: \$ 0.00 Total Debit: \$ -19.99 Total Credit: \$ 50.00 Total Balance: \$ 30.01 Reallocate Accounts

**Right mouse click list above will show Account Details for line selected

Print

Search by Debtor ID, ABN and Blocked Accounts in the Client screen

When searching for a Client in any screen you now have the ability to search using the Debtor ID and ABN number. You can also include show Blocked Accounts.



Clients

Company Group	Client Id	Debtor Id	Name	Contact	Role	Address	ABN	Finance Status
	4		DIVE CLUB	JENNY BROWN				Account ACTIVE
	5		NSW/S	LISA				Account ACTIVE
	1	123456	TEST SCHOOL	JON		9 NEWSOM ST	00000000	Account ACTIVE
	2	987654	TEST SPORTS CL...	N WESTON				Account ACTIVE

Company Group
 Client Id
 Debtor Id
 Name
 Contact
 Role
 Address
 ABN

Starting
 Containing

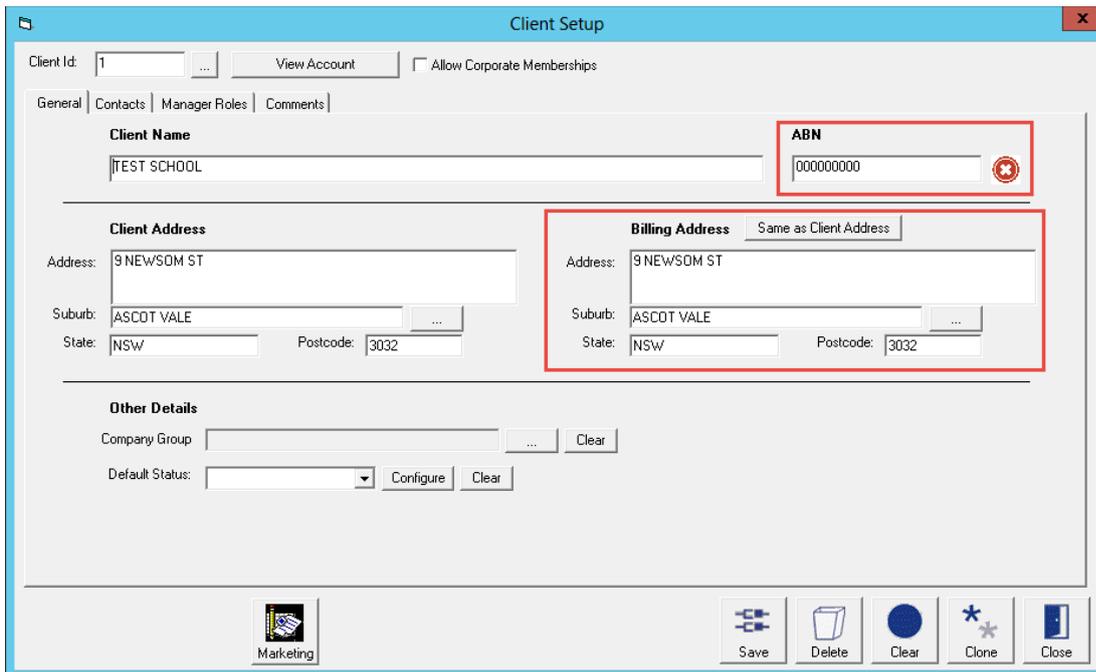
Include Blocked Accounts

Search Show All
 Select Cancel

Company Group	Client Id	Debtor Id	Name	Contact	Role	Address	ABN	Finance Status
	4		DIVE CLUB	JENNY BROWN				Account ACTIVE
	5		NSWIS	LISA				Account ACTIVE
	1	123456	TEST SCHOOL	JON		9 NEWSOM ST	000000000	Account ACTIVE
	2	987654	TEST SPORTS CL...	N WESTON				Account ACTIVE
	3		TRIATHLON CLUB	JENNY BROWN		9 NEWSOM STRE...		Account BLOCKED

Ability to add Clients ABN and Billing Address

From the Client Setup screen you now have the ability to add a Clients ABN number and billing address. With the billing address you can also use the button 'Same as Client Address' to copy the details.



Client Setup

Client Id: 1 Allow Corporate Memberships

General | Contacts | Manager Roles | Comments

Client Name **ABN**

Client Address Address: 9 NEWSOM ST
Suburb: ASCOT VALE
State: NSW Postcode: 3032

Billing Address Address: 9 NEWSOM ST
Suburb: ASCOT VALE
State: NSW Postcode: 3032

Other Details
Company Group:
Default Status:

If you require the additional Client Billing address to appear on the Client Invoice you will need to recreate the Invoice Template Models in Admin > POS > Invoicing > Template Models. Please refer to the Admin User Guide for assistance if required.

Once the additional mail merge fields have been created the Client Billing address will appear as a merge field that can then be added to the Client Invoice templates. This is done from Admin > POS > Invoicing > Templates. Please refer to the Admin User Guide for assistance if required.

{ClientName}
 {ClientAddress}
 {ClientSuburb} {ClientPostcode}

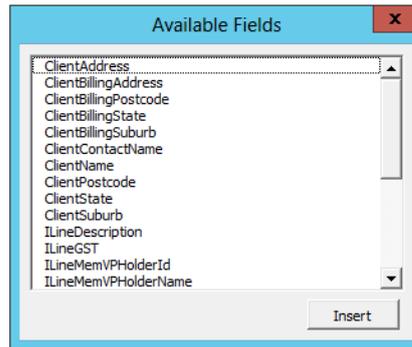
{ClientBillingAddress}
 {ClientBillingSuburb} {ClientBillingState}
 {ClientBillingPostcode}

TAX INVOICE

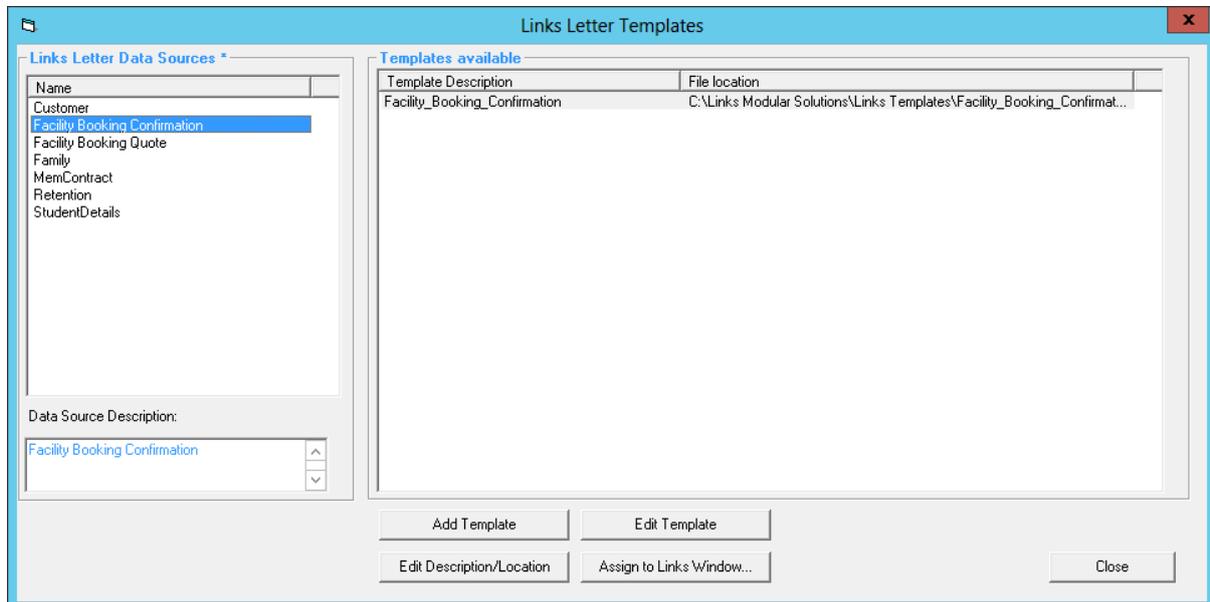
Invoice Number: #{InvoiceNumber}
 Invoice begins on: {InvoiceStartDate}
 Invoice ends on: {InvoiceEndDate}
 Due Date: {InvoiceDueDate}

Dear {ClientContactName},
 Please pay this invoice within 30 days.

Regards,
 Your friendly debt collector.



The Client billing address will also display on the Booking Confirmation Letter. The merge field will need to be added to your Links Booking Confirmation template if required. This is done via Admin> Letters> Templates and selecting Facility Booking Confirmation. Please refer to the Admin User Guide for assistance if required.



«ClientName» «CustomerFirstName» «CustomerLastName»
 «ClientAddress»
 «ClientSuburb» «ClientState» «ClientPostCode»

«ClientBillingAddress»
 «ClientBillingSuburb» «ClientBillingState» «ClientPostCode»

TAX INVOICE

Invoice Number: #«BookingID»
 Due Date: {InvoiceDueDate}

Dear «ClientName» «CustomerFirstName» «CustomerLastName»,

Please pay this invoice within 30 days.

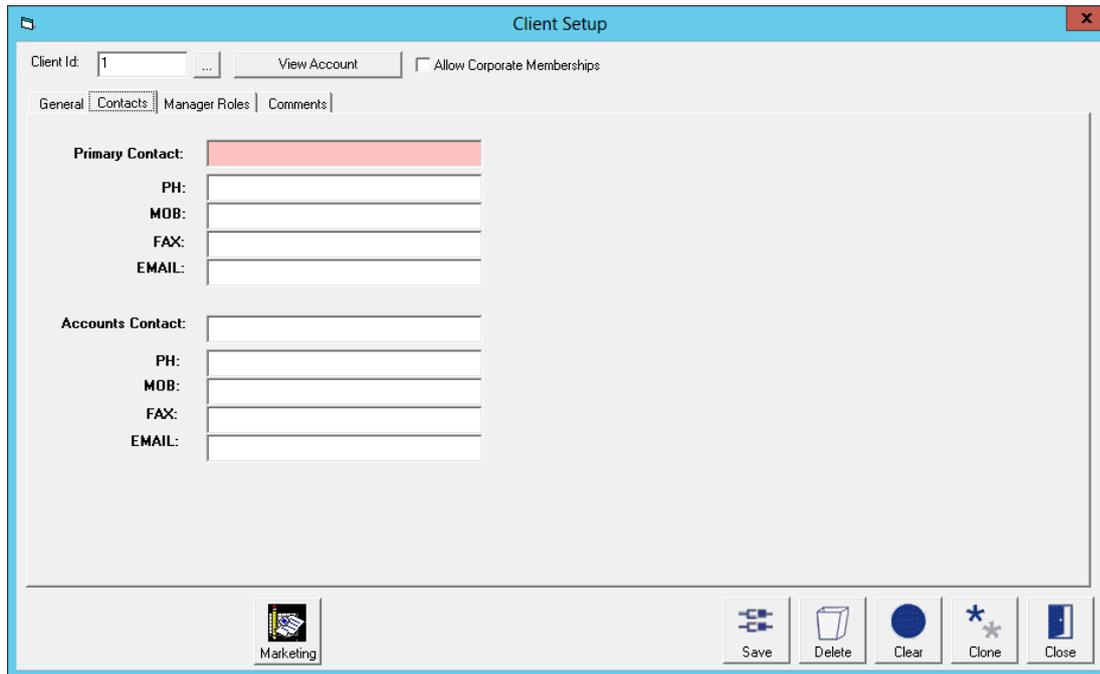
Booking Charges

Facility Booked	Date	From	To	GST	Charges
«FacilityName»	«Facility BookingDate»	«Facility BookingFromTime»	«Facility BookingToTime»	«Facility BookingGSTAmount»	«FacilityBookingCharge»

Total Bookings: «TotalBookingsAmount»

Primary Contact is now a Mandatory Field for Clients

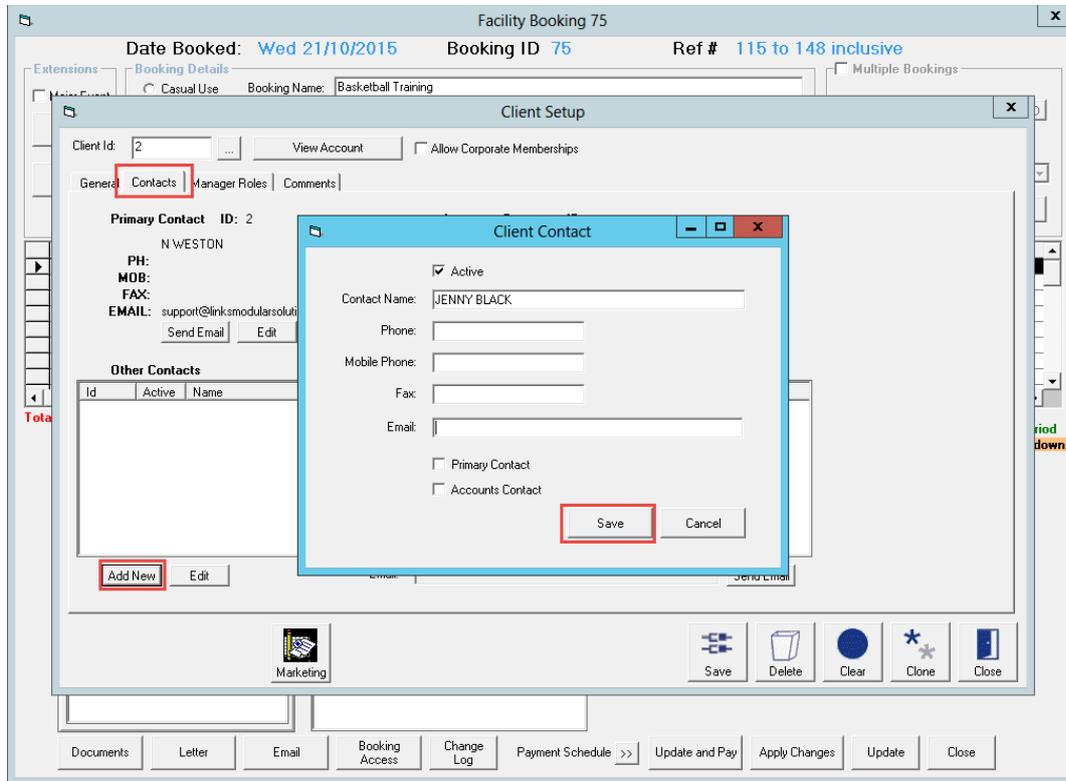
When adding a Client the Primary Contact is now a Mandatory field.



The screenshot shows the 'Client Setup' window with the 'Primary Contact' field highlighted in red, indicating it is a mandatory field. The form includes fields for Client ID, View Account, Allow Corporate Memberships, and tabs for General, Contacts, Manager Roles, and Comments. The Primary Contact section includes fields for PH, MOB, FAX, and EMAIL. The Accounts Contact section also includes fields for PH, MOB, FAX, and EMAIL. A Marketing icon is visible at the bottom left, and buttons for Save, Delete, Clear, Clone, and Close are at the bottom right.

Multiple Client Contacts

You can now add multiple Client Contacts to the one Client.



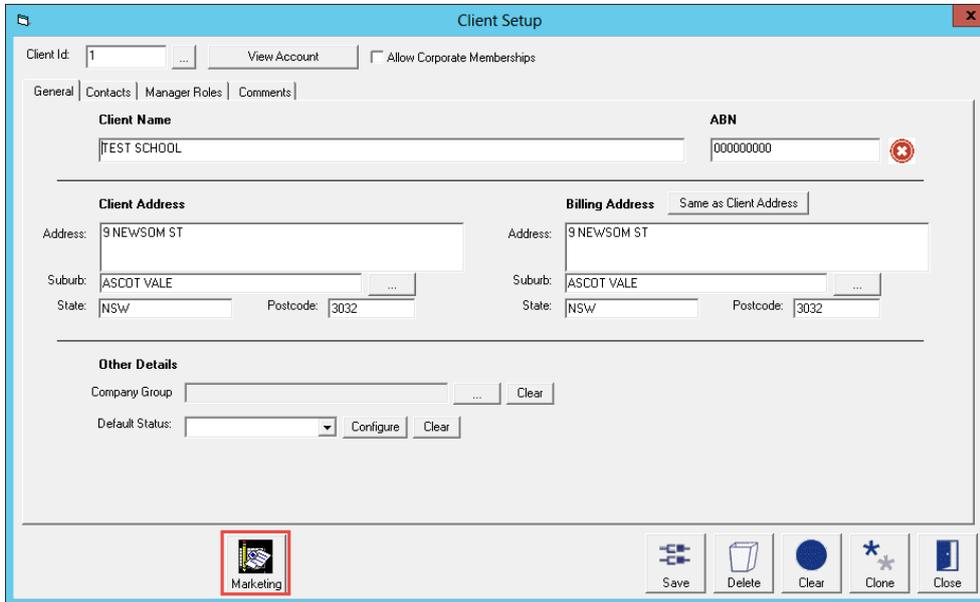
The screenshot displays the 'Facility Booking 75' window. At the top, it shows 'Date Booked: Wed 21/10/2015', 'Booking ID 75', and 'Ref # 115 to 148 inclusive'. The 'Booking Details' section includes 'Booking Name: Basketball Training'. The 'Client Setup' window is open, showing 'Client ID: 2' and 'Primary Contact ID: 2' (N WESTON). The 'Contacts' tab is selected, and a 'Client Contact' dialog box is open for adding a new contact. The dialog box contains the following fields and options:

- Active
- Contact Name: JENNY BLACK
- Phone: [Empty field]
- Mobile Phone: [Empty field]
- Fax: [Empty field]
- Email: [Empty field]
- Primary Contact
- Accounts Contact

Buttons for 'Save' and 'Cancel' are visible at the bottom of the dialog box. In the background, the 'Add New' button in the 'Other Contacts' section is also highlighted with a red box.

Client Marketing Information

There is now the ability to collect and store Client Marketing Details. A 'Marketing' button has been added to the Client screen. These fields can be set as mandatory in Admin> Site> Mandatory Fields.

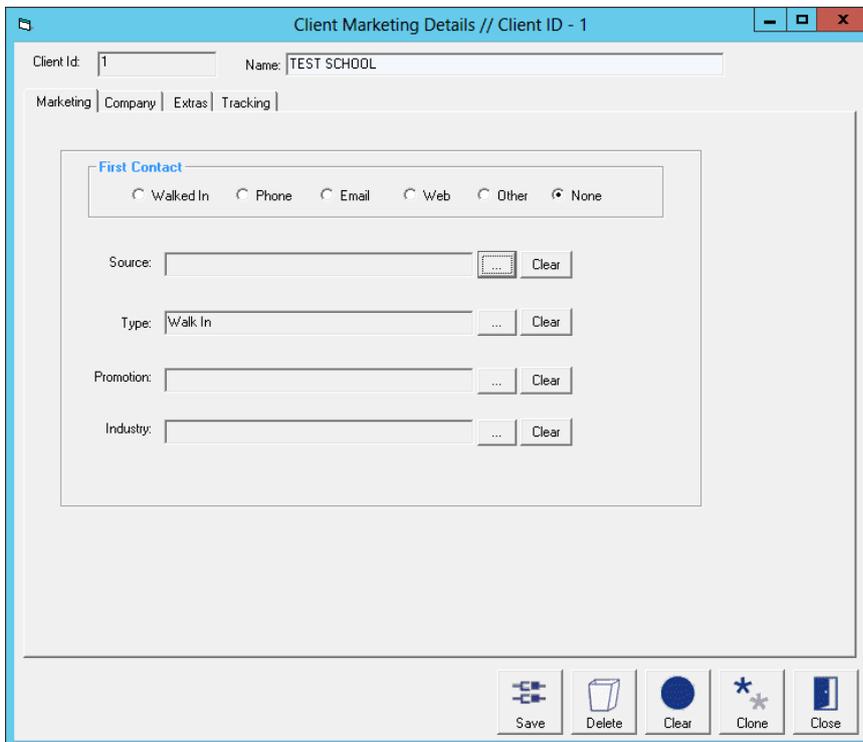


The screenshot shows the 'Client Setup' window for Client ID 1. The 'Marketing' button is highlighted with a red box. The window contains the following fields and sections:

- Client Name:** TEST SCHOOL
- ABN:** 000000000
- Client Address:** 9 NEWSOM ST, ASCOT VALE, NSW, 3032
- Billing Address:** Same as Client Address (9 NEWSOM ST, ASCOT VALE, NSW, 3032)
- Other Details:** Company Group, Default Status
- Buttons:** Save, Delete, Clear, Clone, Close

Select the 'Marketing' button to open the Client Marketing Details screen. This screen contains the below tabs to store data relevant to the Client as shown below.

Marketing



The screenshot shows the 'Client Marketing Details // Client ID - 1' window. The 'Marketing' tab is selected. The window contains the following fields and sections:

- Client Id:** 1
- Name:** TEST SCHOOL
- First Contact:** Walked In, Phone, Email, Web, Other, None (None is selected)
- Source:** [Text Field] [Clear]
- Type:** Walk In [Clear]
- Promotion:** [Text Field] [Clear]
- Industry:** [Text Field] [Clear]
- Buttons:** Save, Delete, Clear, Clone, Close

Company

Client Marketing Details // Client ID - 1

Client Id: Name:

Marketing | **Company** | Extras | Tracking

Company

Date Of Formation:

Corporate Group:

Annual Revenue Range

Unknown

75K or less

76K to 200K

201K to 500K

501K to 1M

above 1M to 5M

above 5M to 10M

above 10M

No. of Employees

Unknown

None

1 to 9

10 to 49

50 to 249

250 or more

Extras

Client Marketing Details // Client ID - 1

Client Id: Name:

Marketing | Company | **Extras** | Tracking

Extra Field 1:

Extra Field 2:

Extra Field 3:

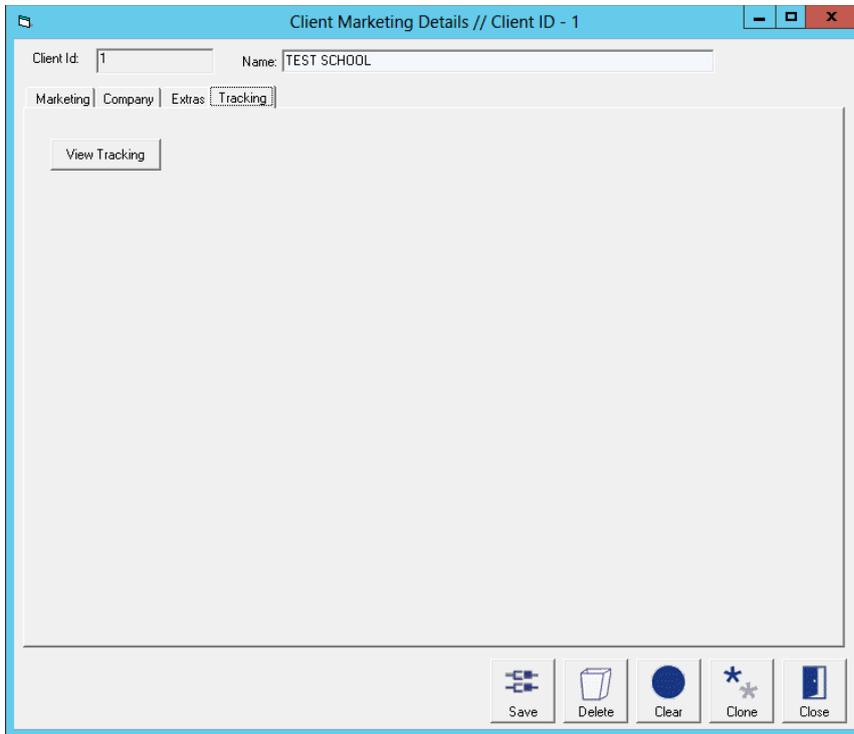
Extra Field 4:

Date Marketing Info First Entered:



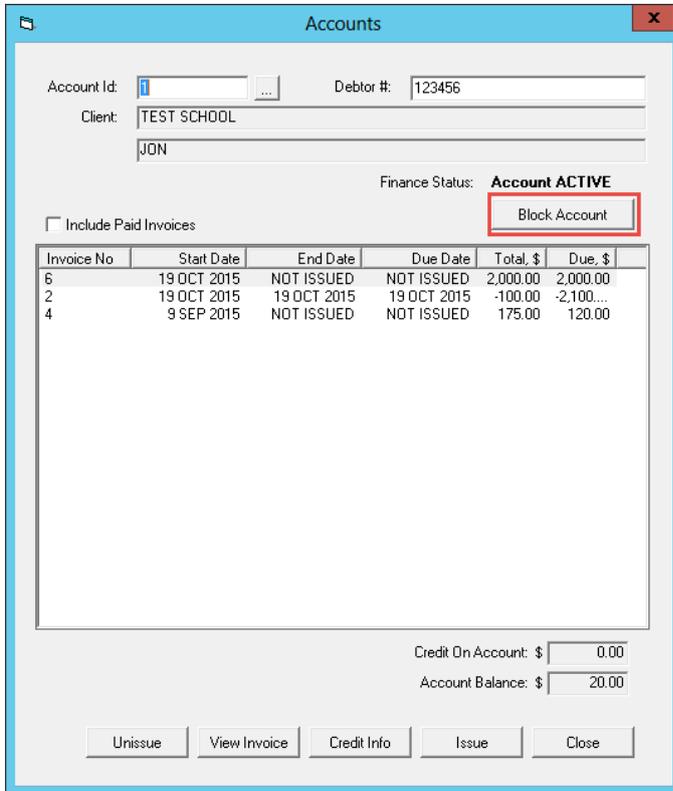
Tracking

For more information on Tracking please see the Facility Enquires part of this document.

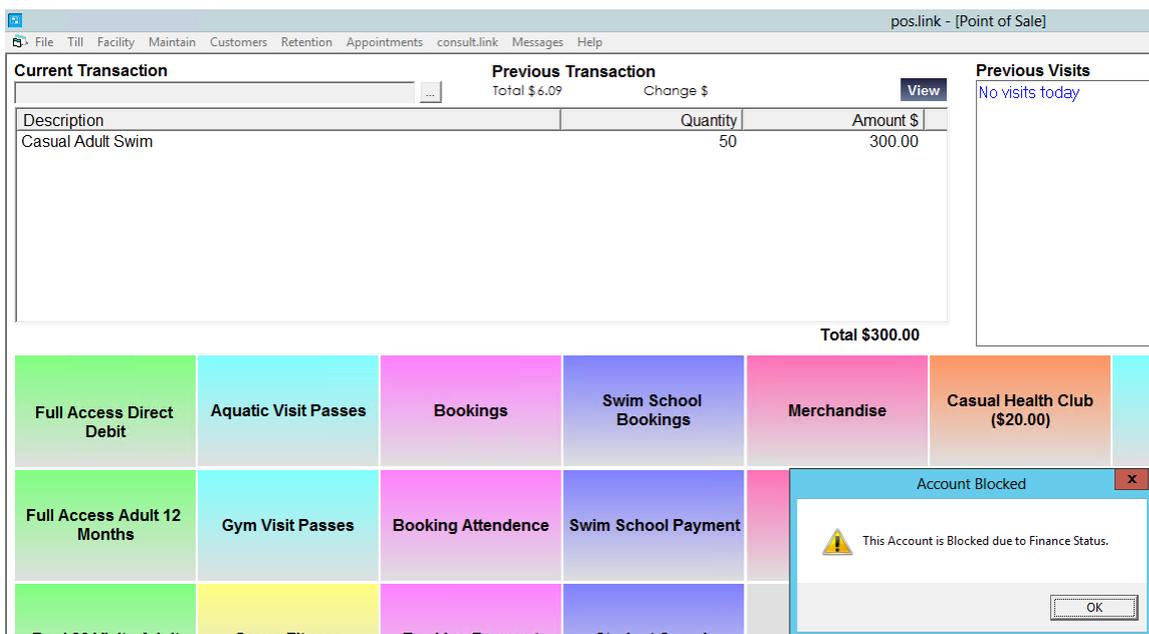


Account Block option

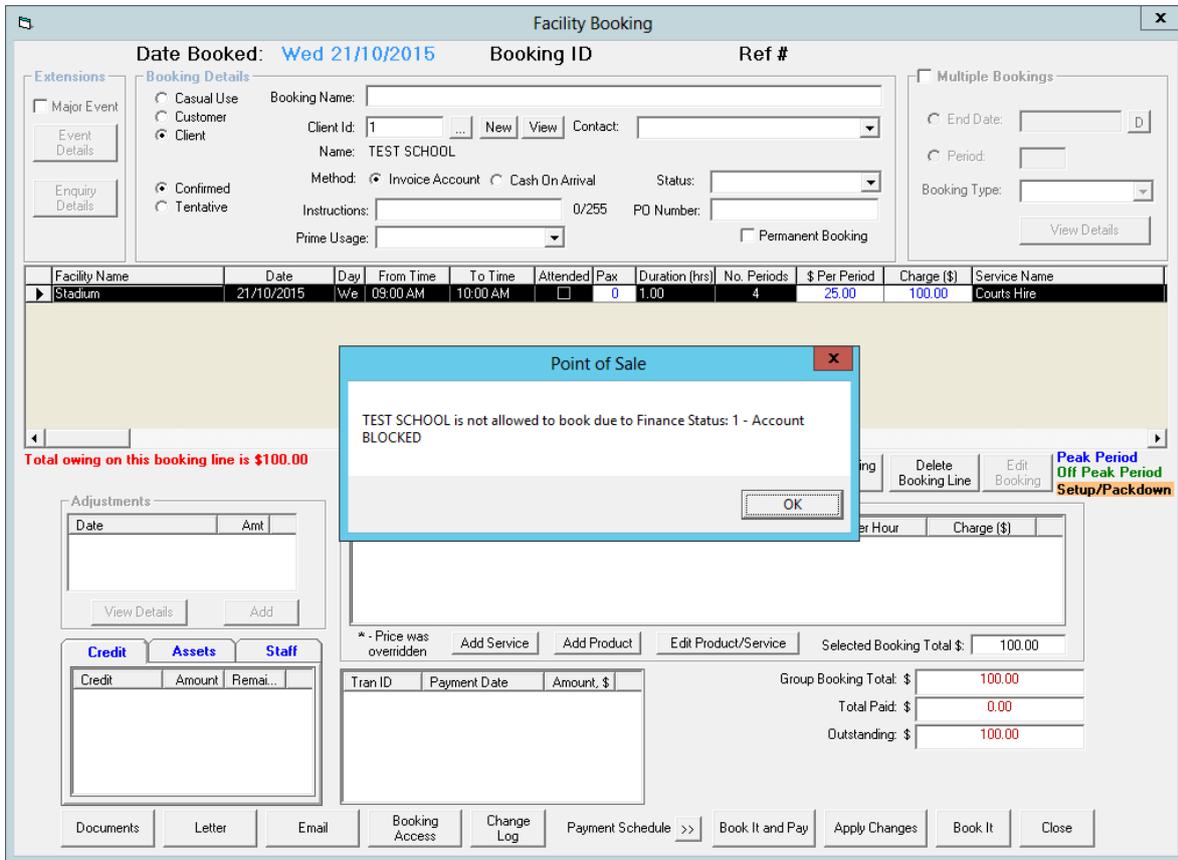
There is now an option to Block Accounts from invoicing. When this option is selected, no new transactions can be added to the account. This stops users from creating new facility bookings. Staff that are Administrators can change the status of blocking and unblocking accounts.



If a user tries to add a transaction to a blocked account, they will receive the following message.



If a user tries to make a facility booking for a blocked account, they will receive the following message.



Ability to PDF Account Invoices

To add There are two new invoice templates

- Client Facility Booking Invoice
- Customer Facility Booking Invoice

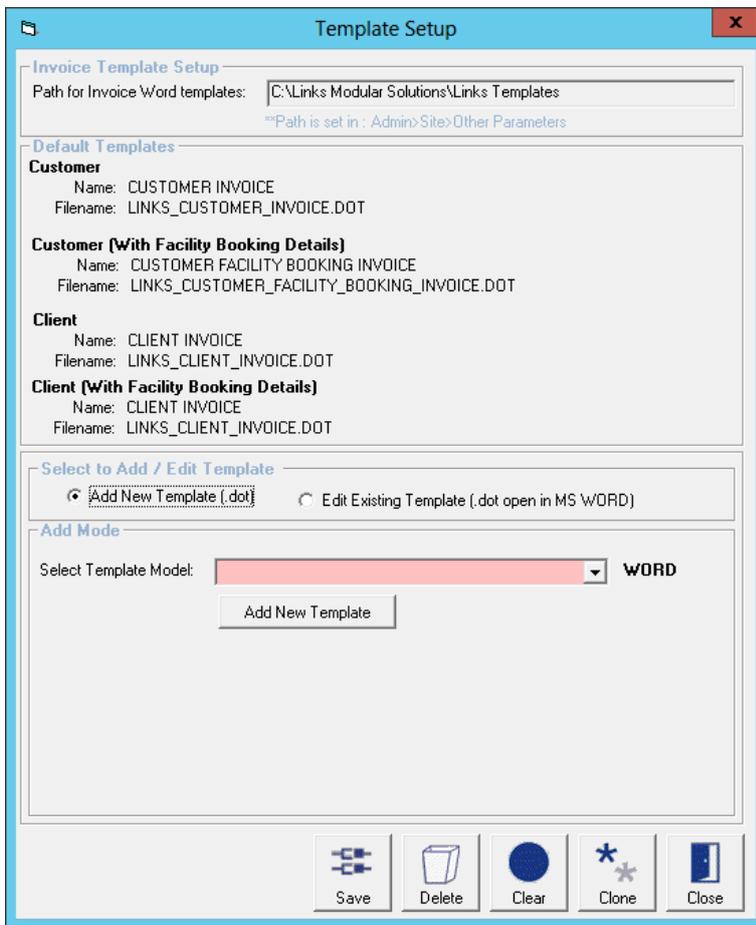
One of these must be selected as the template when issuing an invoice so that it opens as a PDF document.

Additional Merge Fields are available for invoice templates:

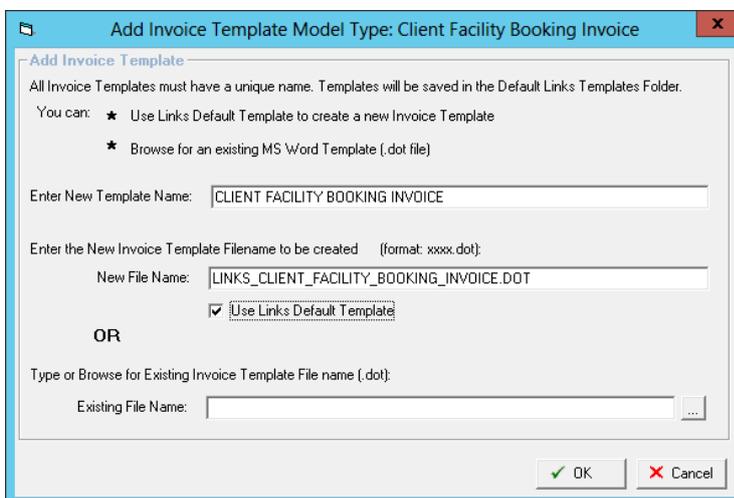
- Booking Name
- Booking ID
- PO Number
- Total Pax

The merge fields need to be added via Links Support.

1. To edit the templates go to Admin> POS> Invoicing> Templates and select Add New Template.



2. Select the template model as 'Client Facility Booking Invoice'
3. Select Add New Template.
4. Enter the New Template Name
5. Select the Tick Box to 'Use Links Default Template'
6. Select Ok



{ClientName}
 {ClientAddress}
 {ClientSuburb} {ClientPostcode}

 {ClientBillingAddress}
 {ClientBillingSuburb} {ClientBillingState} {ClientBillingPostcode}

TAX INVOICE

Invoice Number: #{InvoiceNumber}
 Invoice begins on: {InvoiceStartDate}
 Invoice ends on: {InvoiceEndDate}
 Due Date: {InvoiceDueDate}

Dear {ClientContactName},
 Please pay this invoice within 30 days.

Regards,
 Your friendly debt collector.

DATE	PRODUCT	QTY	TOTAL	GST
{IlineTranDate}	{IlineDescription} {IlineMemVPHolderName} {IlineMemVPHolderId}	{IlineQuantity}	{IlineTotal}	{IlineGST}

Booking Id: {ISectionBookingId}
 Booking Name: {ISectionBookingName}
 Purchase Order Number: {ISectionPurchaseOrderNumber}

DATE	PRODUCT	QTY	TOTAL	GST
{IlineTranDate}	{IlineDescription}	{IlineQuantity}	{IlineTotal}	{IlineGST}

TOTAL: {InvoiceTotal}
 GST: {InvoiceGST}

 PAID: {InvoicePaid}
 BALANCE DUE:

{InvoiceBalanceDue}

X

Available Fields

ILineQuantity
 ILineTotal
 ILineTranDate
 InvoiceBalanceDue
 InvoiceDueDate
 InvoiceEndDate
 InvoiceGST
 InvoiceNumber
 InvoicePaid
 InvoiceStartDate
 InvoiceTotal
 ISectionBookingId
 ISectionBookingName
 ISectionPurchaseOrderNumber

Insert

When issuing the Invoice it will open as a PDF.

Issue Invoice

Invoice Details

Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates

Select Invoice Template: CLIENT FACILITY BOOKING INVOICE PDF

Due Date: [] D End of Month Due In: []

Client Contact: JON

Filters

Start Date: 9 SEP 2015 D End Date: 19 OCT 2015 D Booking: ALL Apply

Date	Trans Id	Product	Description	Booking Id	Qty	Total \$	Credit \$
9 SEP ...	135	S1006	Courts Hire: Court 1 Sep 9 2015 08:...	56	4	55.00	
19 OCT ...	156	S1007	Pool Hire: 50M POOL Oct 19 2015 0...	69	8	2,000.00	

Select All

Credit to Assign

Date	Booking Id	Due	Pay
Totals:			

Payments Made

Date	Booking Id	Amount
------	------------	--------

Selected Lines

Total Selected: \$ 2055.00

Credit: \$ 0.00

Payments Made: \$ 0.00

Balance Due: \$ 2055.00

GST Amount: \$ 186.82

All Lines

Grand Total: \$ 2055.00

GST Amount: \$ 186.82

OK Cancel

rad8ADEC.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Document 1 / 2 Sign In

TAX INVOICE

Invoice Number: #2373
 Invoice begins on: 10 Dec 2013
 Invoice ends on: 01 Apr 2014
 Due Date: 30 Sep 2015

Dear DEMO CONTACT,
 Please pay this invoice within 30 days.

Regards,
 Your friendly debt collector.

Booking Id: 9064
 Booking Name:
 Purchase Order Number:

DATE	PRODUCT	QTY	TOTAL	GST
10 Dec 2013	MSAC: RESERVED CARPARKS Dec 10 2013 04:45 to 05:15 PAX: 1	2	\$30.00	\$2.73

Booking Id: 9066
 Booking Name:
 Purchase Order Number:

DATE	PRODUCT	QTY	TOTAL	GST
10 Dec 2013	Personal Training: Lisa Jan 10 2014 11:00 to 12:00 PAX: 1	2	\$50.00	\$4.55

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

rad8ADEC.pdf

Convert to

Microsoft Word (*.docx)

Document Language: English (U.S.) Change

Convert

Create PDF

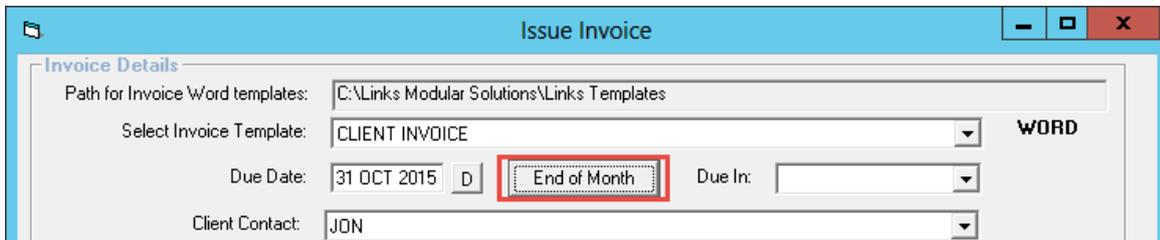
Store and share files in the Document Cloud

Learn More

Due Date Options on Invoices

There is now an option to select 'End of Month' or the 'Due in' which will set the due date as applicable.

To default to the end of the month click the 'End of Month' Button.

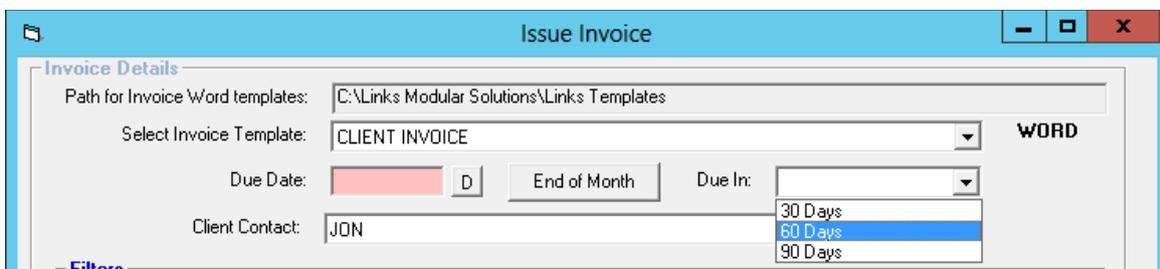


The screenshot shows the 'Issue Invoice' window with the following details:

- Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates
- Select Invoice Template: CLIENT INVOICE
- Due Date: 31 OCT 2015
- Due In: (empty dropdown)
- Client Contact: JON

The 'End of Month' button is highlighted with a red box.

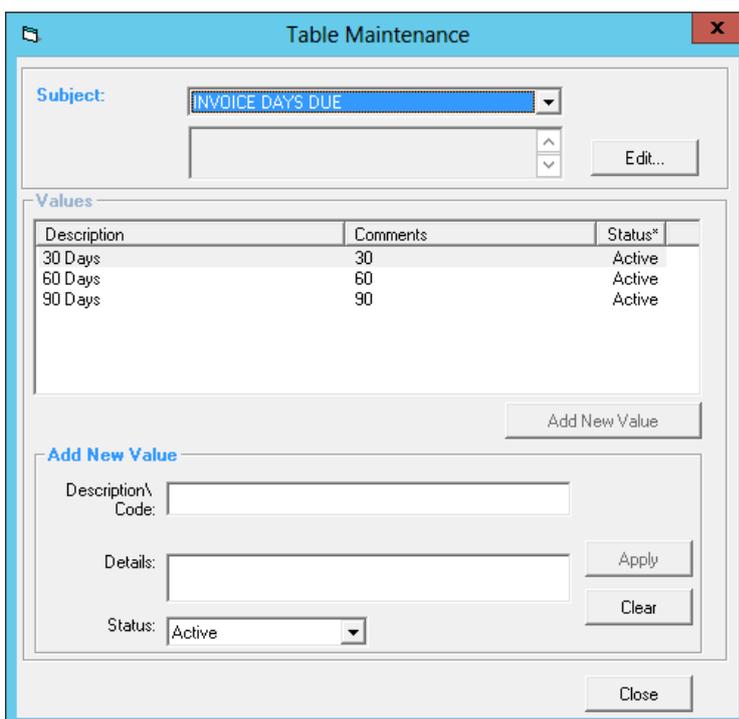
To default to due in a certain amount of days from the current date, select the number of days from the 'Due in' drop down box.



The screenshot shows the 'Issue Invoice' window with the 'Due In' dropdown menu open, displaying the following options:

- 30 Days
- 60 Days
- 90 Days

30, 60 and 90 days are already entered. If you wish to enter more options, you can do this in Table Maintenance - 'Invoice Days Due'. Table Maintenance is accessed from Admin> Site> Table Maintenance.



The screenshot shows the 'Table Maintenance' window for the 'INVOICE DAYS DUE' table. The table contains the following data:

Description	Comments	Status*
30 Days	30	Active
60 Days	60	Active
90 Days	90	Active

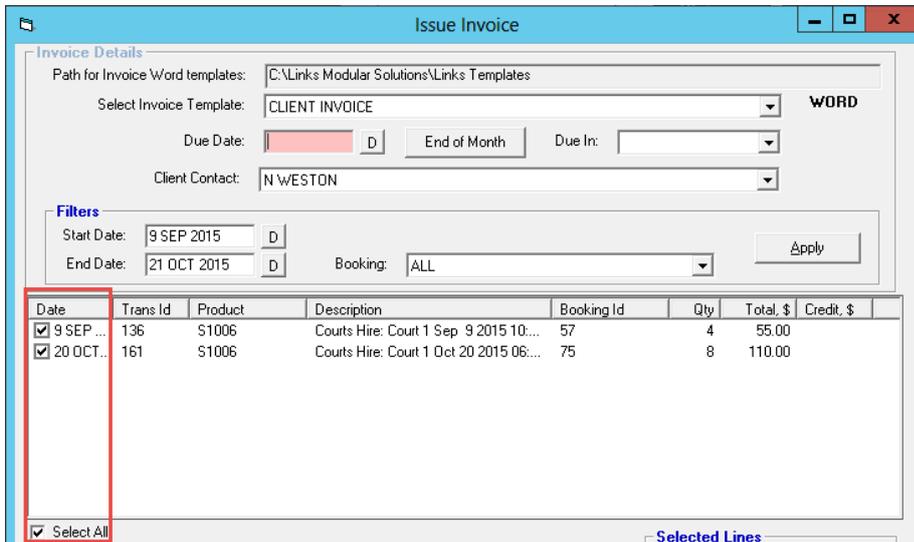
Below the table, there is an 'Add New Value' section with the following fields:

- Description\ Code: (text input)
- Details: (text input)
- Status: Active (dropdown menu)

Buttons for 'Apply', 'Clear', and 'Close' are also visible.

Ability to have all Invoice Lines unticked as a default

When issuing an invoice, there is now the option to have the lines unselected as a default.



Issue Invoice

Invoice Details

Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates

Select Invoice Template: CLIENT INVOICE **WORD**

Due Date: [D] End of Month Due In: [D]

Client Contact: N WESTON

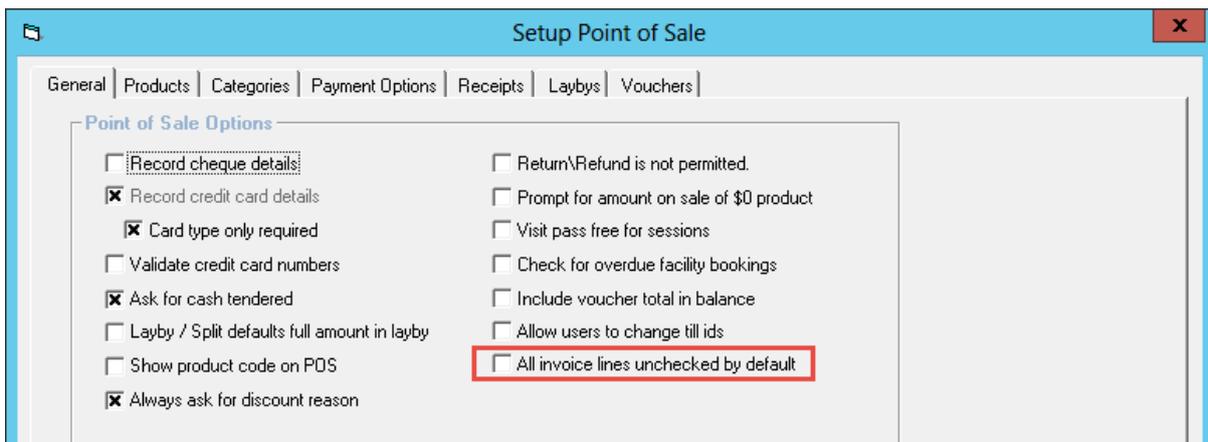
Filters

Start Date: 9 SEP 2015 [D] End Date: 21 OCT 2015 [D] Booking: ALL [Apply]

Date	Trans Id	Product	Description	Booking Id	Qty	Total \$	Credit \$
<input checked="" type="checkbox"/> 9 SEP ...	136	S1006	Courts Hire: Court 1 Sep 9 2015 10:...	57	4	55.00	
<input checked="" type="checkbox"/> 20 OCT..	161	S1006	Courts Hire: Court 1 Oct 20 2015 06:...	75	8	110.00	

Select All Selected Lines

To set this default, go to Admin> POS> Setup.



Setup Point of Sale

General | Products | Categories | Payment Options | Receipts | Laybys | Vouchers

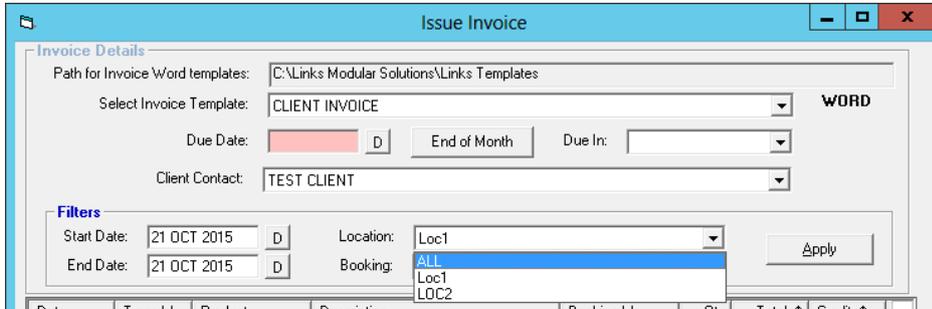
Point of Sale Options

- Record cheque details
- Record credit card details
- Card type only required
- Validate credit card numbers
- Ask for cash tendered
- Layby / Split defaults full amount in layby
- Show product code on POS
- Always ask for discount reason
- Return\Refund is not permitted.
- Prompt for amount on sale of \$0 product
- Visit pass free for sessions
- Check for overdue facility bookings
- Include voucher total in balance
- Allow users to change till ids
- All invoice lines unchecked by default

Ability to issue Invoices by Location and Booking ID

On multi location databases, you can now filter charges by location and booking ID using the drop downs.

By Location



The screenshot shows the 'Issue Invoice' window with the following details:

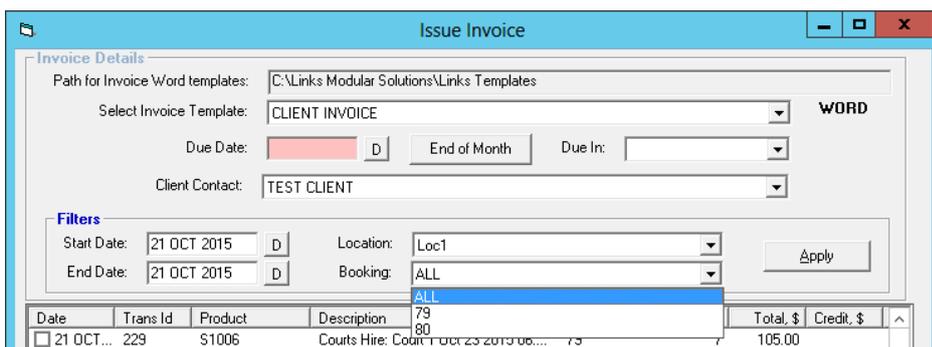
- Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates
- Select Invoice Template: CLIENT INVOICE
- Due Date: 21 OCT 2015
- Client Contact: TEST CLIENT
- Filters:
 - Start Date: 21 OCT 2015
 - End Date: 21 OCT 2015
 - Location: Loc1
 - Booking: ALL

Filters

Start Date: 21 OCT 2015 End Date: 21 OCT 2015 Location: Loc1 Booking: ALL Apply

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input checked="" type="checkbox"/>	21 OCT...	229	S1006	Courts Hire: Court 1 Oct 23 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT...	229	S1006	Courts Hire: Court 1 Oct 22 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT...	229	S1006	Courts Hire: Court 1 Oct 21 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT...	230	S1006	Courts Hire: Court 1 Nov 18 2015 12:...	80	4	60.00
<input checked="" type="checkbox"/>	21 OCT...	230	S1006	Courts Hire: Court 1 Nov 11 2015 12:...	80	4	60.00
<input checked="" type="checkbox"/>	21 OCT...	230	S1006	Courts Hire: Court 1 Nov 4 2015 12:...	80	4	60.00
<input checked="" type="checkbox"/>	21 OCT...	230	S1006	Courts Hire: Court 1 Oct 28 2015 12:...	80	4	60.00
<input checked="" type="checkbox"/>	21 OCT...	230	S1006	Courts Hire: Court 1 Oct 21 2015 12:...	80	4	60.00
<input type="checkbox"/>	21 OCT...	231	P1008	Diet Coke 600ml:		5	24.00

By Booking ID



The screenshot shows the 'Issue Invoice' window with the following details:

- Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates
- Select Invoice Template: CLIENT INVOICE
- Due Date: 21 OCT 2015
- Client Contact: TEST CLIENT
- Filters:
 - Start Date: 21 OCT 2015
 - End Date: 21 OCT 2015
 - Location: Loc1
 - Booking: ALL

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input type="checkbox"/>	21 OCT...	229	S1006	Courts Hire: Court 1 Oct 23 2015 06:...	79	7	105.00

Filters

Start Date: 21 OCT 2015 D Location: ALL Booking: 79 Apply

End Date: 21 OCT 2015 D

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input checked="" type="checkbox"/>	21 OCT	229	S1006	Courts Hire: Court 1 Oct 25 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT	229	S1006	Courts Hire: Court 1 Oct 24 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT	229	S1006	Courts Hire: Court 1 Oct 23 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT	229	S1006	Courts Hire: Court 1 Oct 22 2015 06:...	79	7	105.00
<input checked="" type="checkbox"/>	21 OCT	229	S1006	Courts Hire: Court 1 Oct 21 2015 06:...	79	7	105.00
<input type="checkbox"/>	21 OCT	230	S1006	Courts Hire: Court 1 Nov 18 2015 12:...	80	4	60.00
<input type="checkbox"/>	21 OCT	230	S1006	Courts Hire: Court 1 Nov 11 2015 12:...	80	4	60.00
<input type="checkbox"/>	21 OCT	230	S1006	Courts Hire: Court 1 Nov 4 2015 12:...	80	4	60.00
<input type="checkbox"/>	21 OCT	230	S1006	Courts Hire: Court 1 Oct 28 2015 12:...	80	4	60.00

Ability to Issue Negative Invoices

You can now issue an invoice as a 'Credit Note' as a reference for the Client/Customer.

1. From the POS module type in the negative amount i.e. -100\
2. Click on the [...] to select the relevant service code for this credit to be applied from

Current Transaction **Previous Transaction** Total \$-7 Change \$ [View](#)

Description	Quantity	Amount \$
Facility Hire	1	-100.00

Total \$-100.00

3. Click the Account button to apply the credit payment to the Customer/Client Account.

Current Transaction **Previous Transaction** Total \$-7 Change \$ [View](#) **Previous Visits** No visits today [Visits Today](#) [Picture+](#)

Description	Quantity	Amount \$
Facility Hire	1	-100.00

Total \$-100.00

Full Access Direct Debit

Aquatic Visit Passes

Bookings

Swim School Bookings

Full Access Adult 12 Months

Gym Visit Passes

Booking Attendance

Swim School Payment

Pool 20 Visit - Adult

Group Fitness

Booking Payment

Student Search

Select Account

Select Account, Client or Customer

Account:

Client: [Search](#)

Customer: [Search](#)

[Exit](#)

Cash Voucher/ Credit Note

Cheque **Account**

Credit Card Layby/ Split

EFTPOS Customer Account

7 8 9

4. This can be viewed on the Clients Account

Accounts

Account Id: Debtor #: 123456

Client: TEST SCHOOL

JON

Finance Status: **Account ACTIVE**

Include Paid Invoices

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
2	19 OCT 2015	NOT ISSUED	NOT ISSUED	1,900.00	-100.00

Credit On Account: \$

Account Balance: \$

5. Select Issue.

You can create a different template for this purpose and label it 'Credit note'. Please see above on setting up a new Invoice Template or the Admin User Guide for assistance.

Issue Invoice

Invoice Details

Path for Invoice Word templates: C:\Links Modular Solutions\Links Templates

Select Invoice Template: CLIENT CREDIT NOTE **WORD**

Due Date: 19 OCT 2015 End of Month Due In:

Client Contact: JON

Filters

Start Date: 19 OCT 2015

End Date: 19 OCT 2015 Booking: ALL

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input type="checkbox"/> 19 OCT...	156	S1007	Pool Hire: 50M POOL Oct 19 2015 0...	69	8	2,000.00	0.00
<input checked="" type="checkbox"/> 19 OCT...	159	S1005	Facility Hire:		1	-100.00	0.00

Select All

Credit to Assign

Date	Booking Id	Due	Pay
Totals:			

Payments Made

Date	Booking Id	Amount
19 OCT 2015	0	2000.00

Selected Lines

Total Selected: \$ -100.00

Credit: \$ 0.00

Payments Made: \$ 2000.00

Balance Due: \$ -2100.00

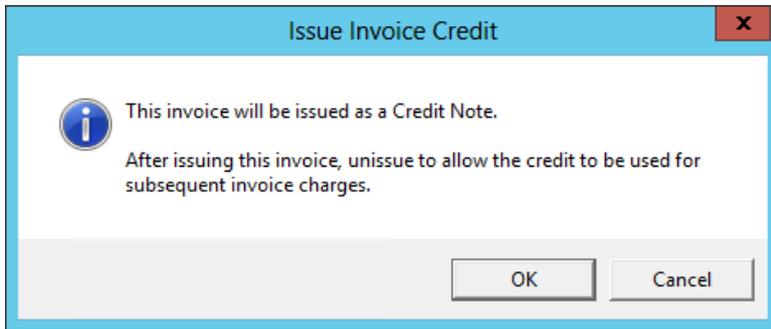
GST Amount: \$ -9.09

All Lines

Grand Total: \$ 1900.00

GST Amount: \$ 172.73

- When you Select 'OK' a Pop up Screen will appear indicating that this invoice will be issued as a Credit Note.



TEST SCHOOL

CREDIT NOTE

Invoice Number: #2
Invoice begins on: 19 Oct 2015
Invoice ends on: 19 Oct 2015
Due Date: 19 Oct 2015

Dear JON,
Please pay this invoice within 30 days.

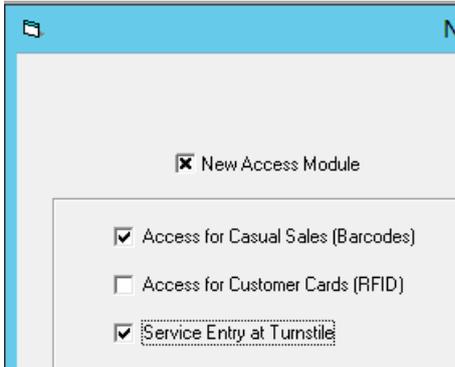
<u>DATE</u>	<u>PRODUCT</u>	<u>QTY</u>	<u>TOTAL</u>	<u>GST</u>
19 Oct 2015	Facility Hire:	1	-\$100.00	-\$9.09

TOTAL: -\$100.00
 GST: -\$9.09
 PAID: \$2000.00
BALANCE DUE: -\$2100.00

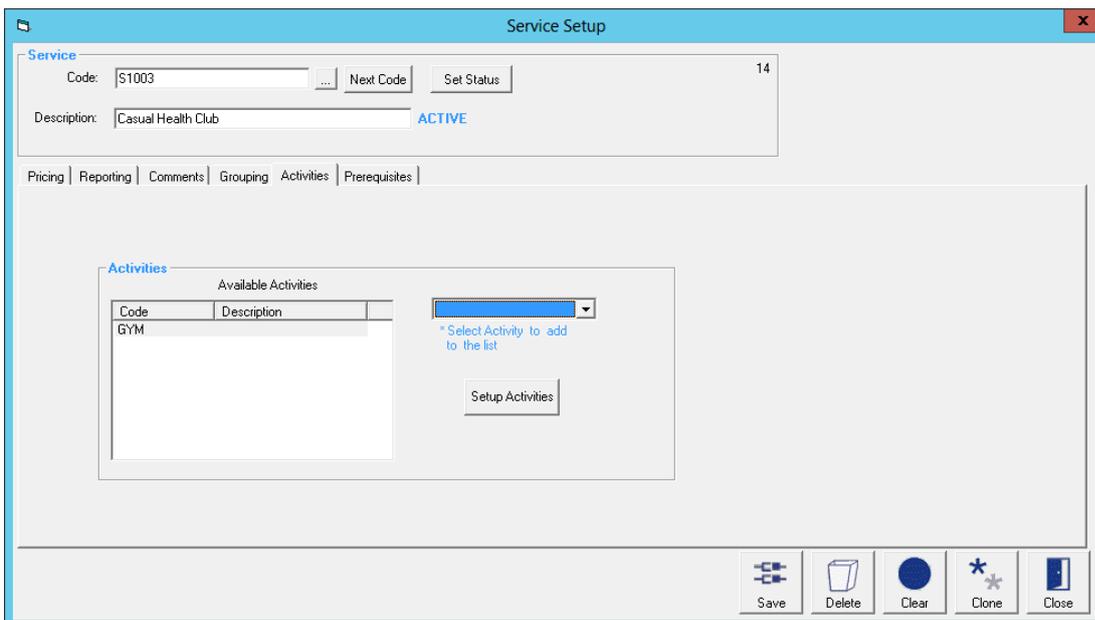
Barcodes across Remote Desktop for Access Barcodes

You can now print Access Barcodes if you are using a Remote Desktop connection and have the New Access module.

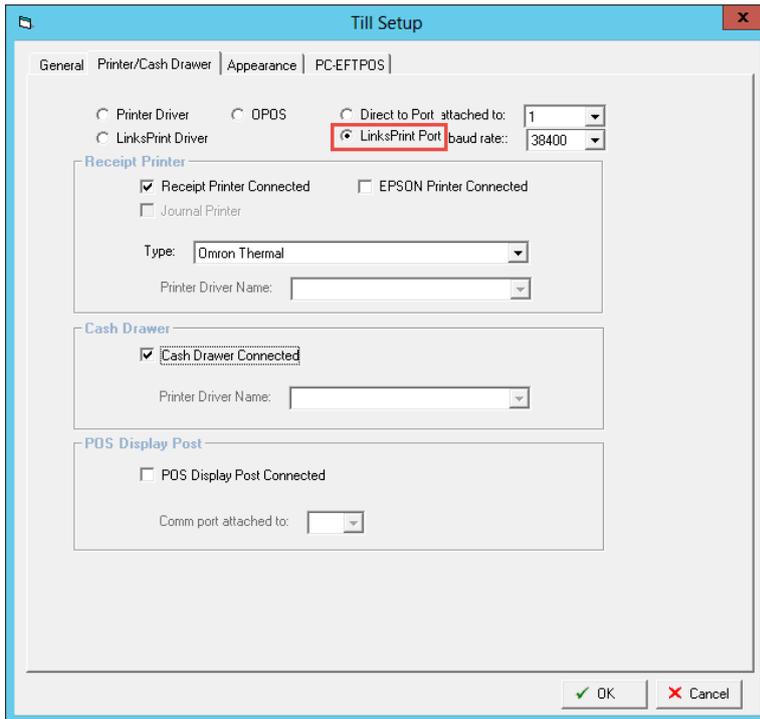
To turn this feature on, go to Admin> Site> New Access Parameters and select 'Access for Casual Sales' (Barcodes)



For the service to print a barcode it must have the activity assigned for that Access Point. This is done in Admin> Products/Services> Services (Services> Service Master for Multi Location).



Your printer must also be setup with the below settings for LinksPrint Port (or modified to suit your printer/environment)



Please contact Links Support to ensure that your printer is compatible and to have the virtual port driver installed. Please note that Support will need remote access to the PC that will be printing the barcodes.

Now when you sell the Service at POS it will print the receipt with a barcode at the bottom for a single entry.

Visits Dashboard

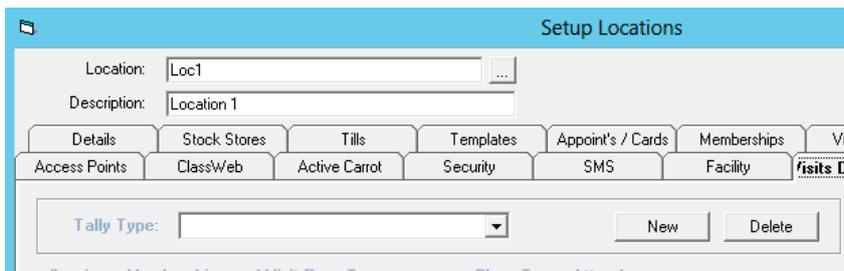
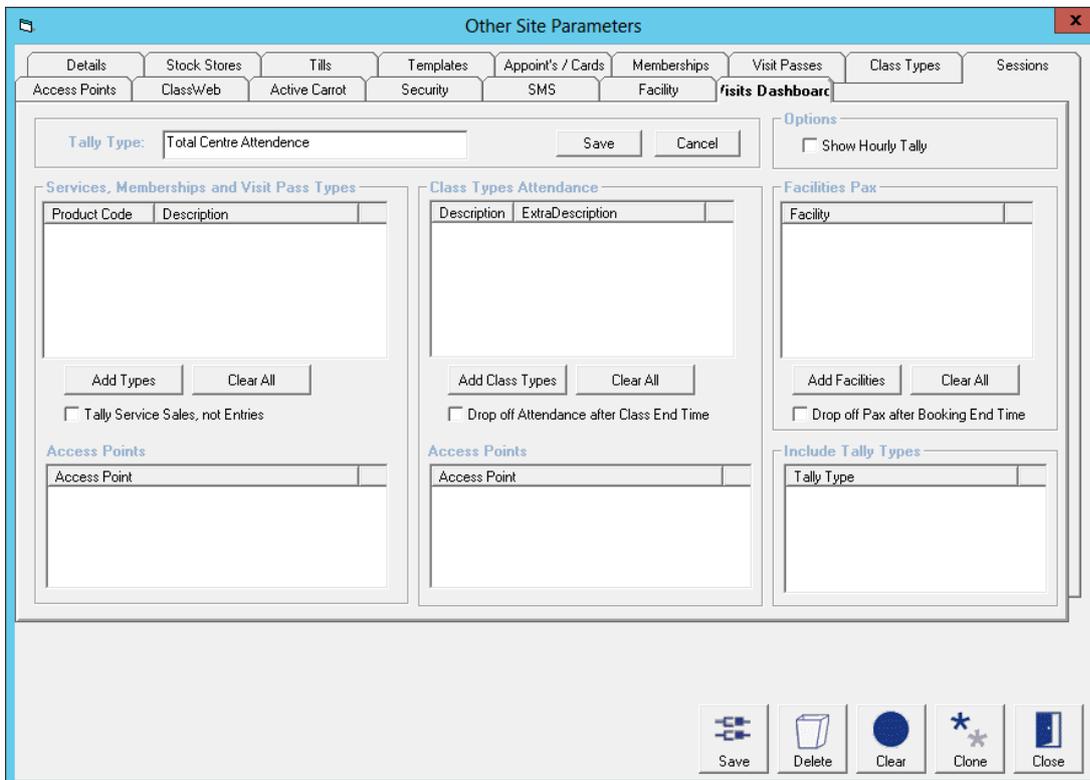
There is now a Visits Dashboard. This allows you to have a live feed of Visits from set access points in the centre/s. This can display the following:

- Members
- Visit Pass holders
- Services
- Students
- Pax from Facility bookings

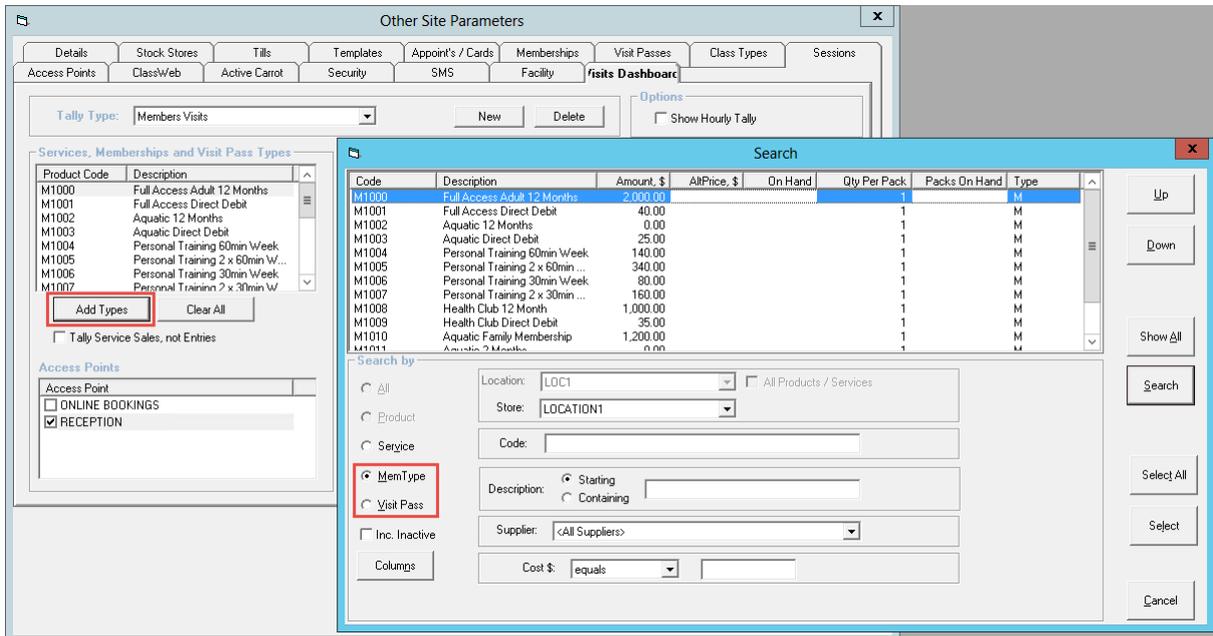
To set this up, go to Admin> Site> Other Site Parameters or Setup Locations> Visits Dashboard Tab.

To setup a Tally Type

1. Press the 'New' button
2. Create a Tally Name in the 'Tally Type' field
3. Select 'Save'

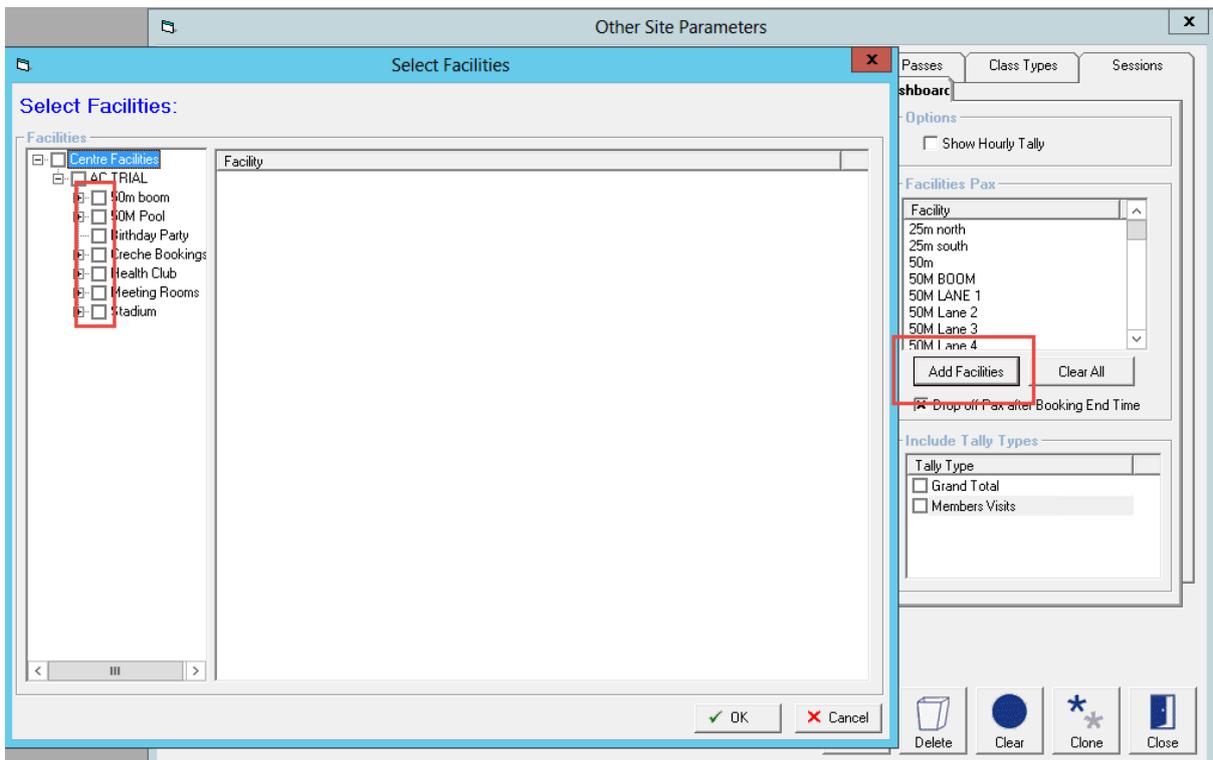
Add the Memberships, Visit Passes, Services and Class Types to include in the tally as applicable.



The screenshot shows the 'Other Site Parameters' window with the 'Members Visits' tally type selected. A search window is open, displaying a list of products with columns for Code, Description, Amount, AllPrice, On Hand, Qty Per Pack, Packs On Hand, and Type. The 'MemType' radio button is selected in the search filters. The search results table is as follows:

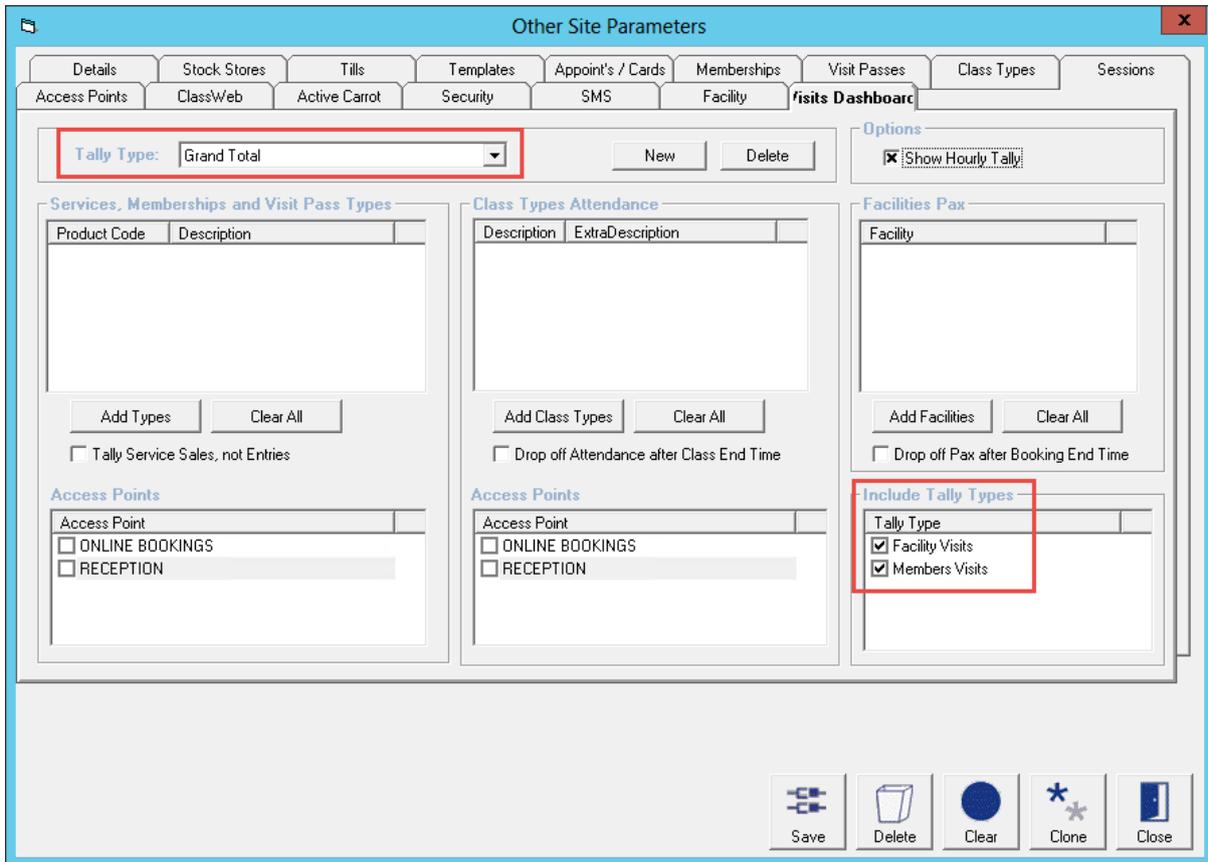
Code	Description	Amount, \$	AllPrice, \$	On Hand	Qty Per Pack	Packs On Hand	Type
M1000	Full Access Adult 12 Months	2,000.00			1		M
M1001	Full Access Direct Debit	40.00			1		M
M1002	Aquatic 12 Months	0.00			1		M
M1003	Aquatic Direct Debit	25.00			1		M
M1004	Personal Training 60min Week	140.00			1		M
M1005	Personal Training 2 x 60min ...	340.00			1		M
M1006	Personal Training 30min Week	80.00			1		M
M1007	Personal Training 2 x 30min ...	160.00			1		M
M1008	Health Club 12 Month	1,000.00			1		M
M1009	Health Club Direct Debit	35.00			1		M
M1010	Aquatic Family Membership	1,200.00			1		M
M1011	Aquatic 2 Months	0.00			1		M

You can also set a tally to be an accumulation of crowd numbers from selected Facilities.



The screenshot shows the 'Other Site Parameters' window with the 'Select Facilities' dialog open. The dialog lists various facilities under 'Centre Facilities', with '50M Lane 4' highlighted. The 'Facilities Pax' section is also visible, showing a list of facilities and an 'Add Facilities' button. The 'Include Tally Types' section shows 'Members Visits' selected.

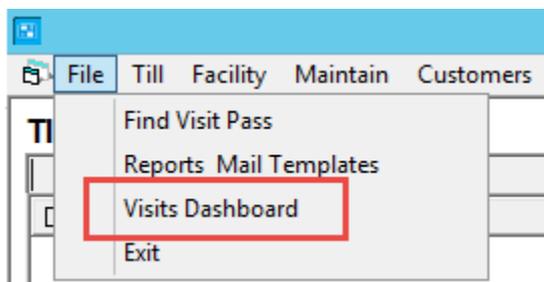
There is also the ability to create a tally that is a combination of other tallies. When setting up the tally then Tick the Tally's to also include.



To display hourly totals (last hour) ensure the below setting is applied per Tally Type.



To open the Visits Dashboard from POS go to File> Visit Dashboard.

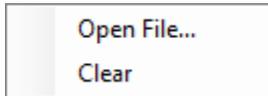


The following will appear the first time you open the Visit Dashboard.

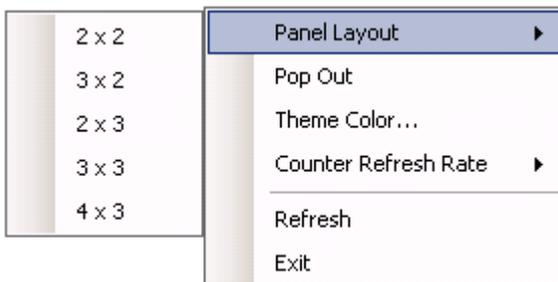
CLICK HERE TO ADD LOGO

Monday, 19 October 2015 5:17:14 PM

You can setup a logo by right-clicking in the top of the window and adding a file.



To set up the tally's you wish to display, right click on open space, select Panel Layout and choose the number you require.



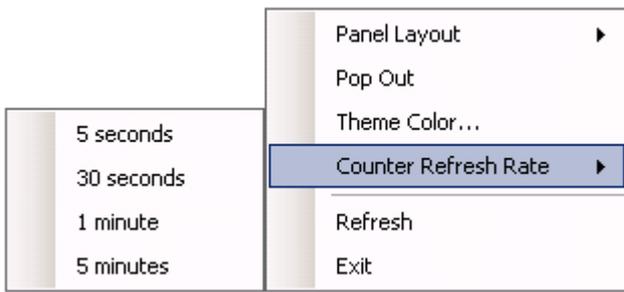
To add a Tally, right click on an area that displays 'Right- Click Here' and select the Tally to add.

Right-Click Here



If you wish to remove a Tally you can right click on an existing Tally and select the option of clear.

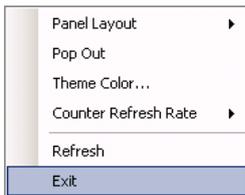
To change the screen refresh rate, right-click in free space, go to the Counter Refresh Rate and select the Rate required.



You can choose the text colour for the Number of visits. This can be done when you right-click in free space and select 'Theme Colour'.

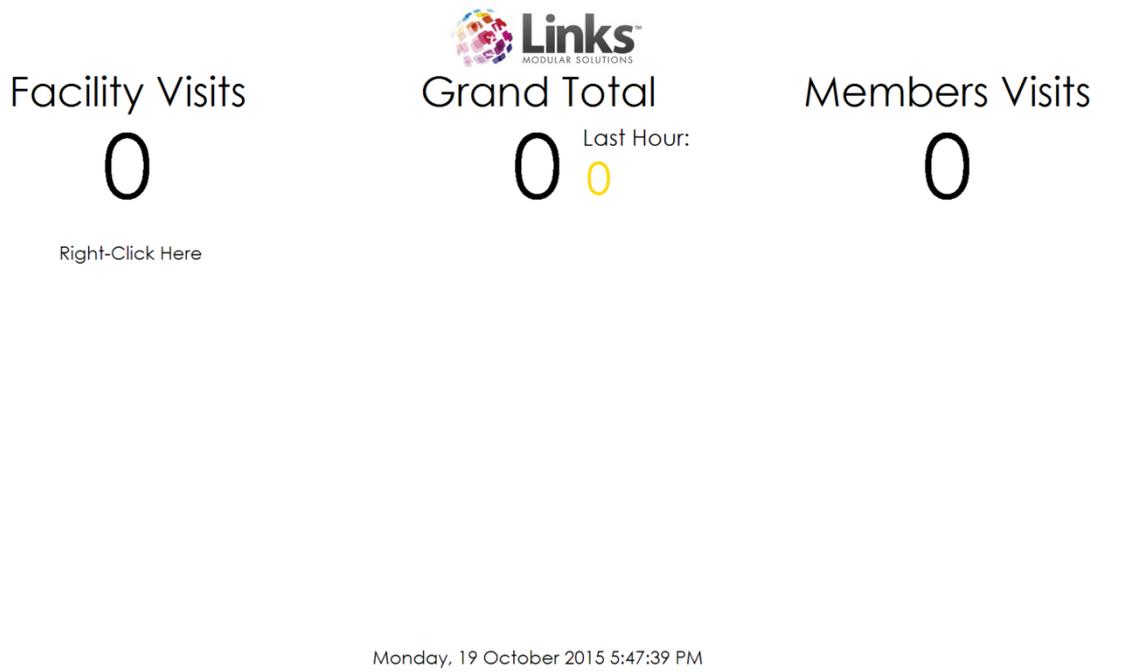


To exit the screen, right-click in free space and select 'Exit'.





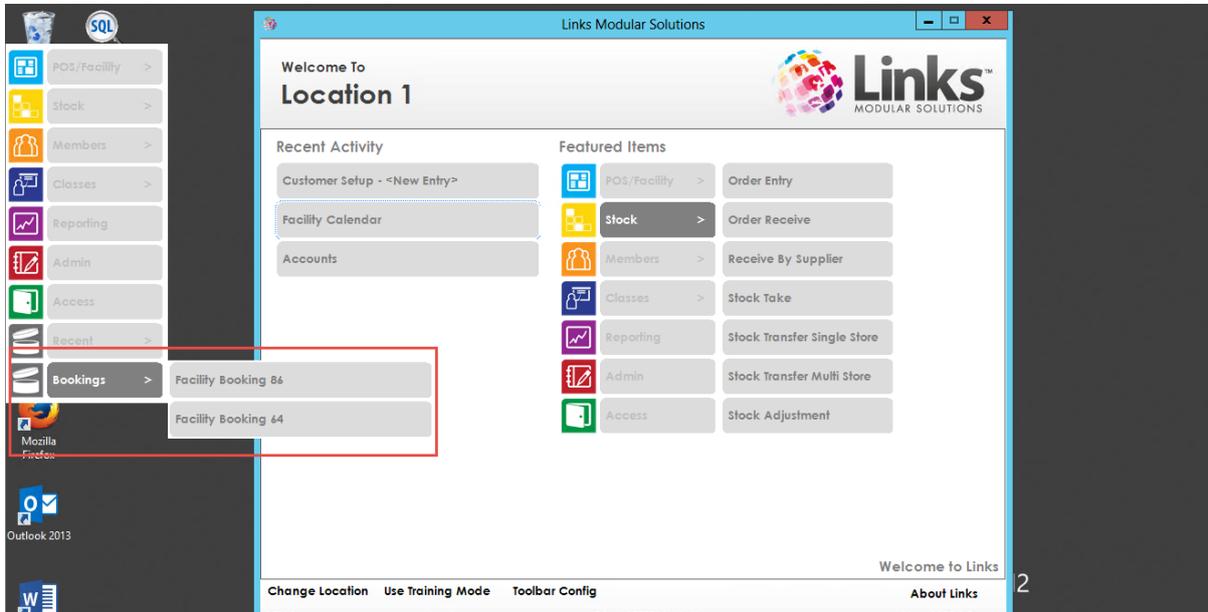
The Visit Dashboard will look like the following once setup.



Facility Changes

Ability to view 'Recent Bookings Opened'

From the Links Toolbar you can view and open the recently opened bookings by hovering over the Bookings button.



New Facility Screen size and Look

The Visual Facility Booking screen has a new look and will also now re-size anywhere from 1024 x 768 screen resolution all the way to full screen.

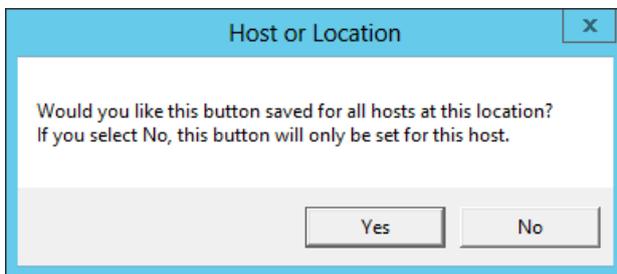


Separate Quick Reference Buttons on Facility Visual Scheduler by Host (PC)

You can now have separate sets of quick launch Facility buttons in the Visual Facility Booking by host (PC).

Health and Wellness Tours	Outdoor Competition Pool 50M Lanes	Gym Appointments	Spin Room	Indoor Comp Pool 50M Lanes
Basketball Hall	Diving Pool 25M	Show Court	Squash Courts	Stadium
Spin Room	CARPARKS	Birthday Parties	Champions Room Facility	Netball Areas

When you update a button it now asks you whether you want it for all machines logged into the location or just this host (PC) specifically.



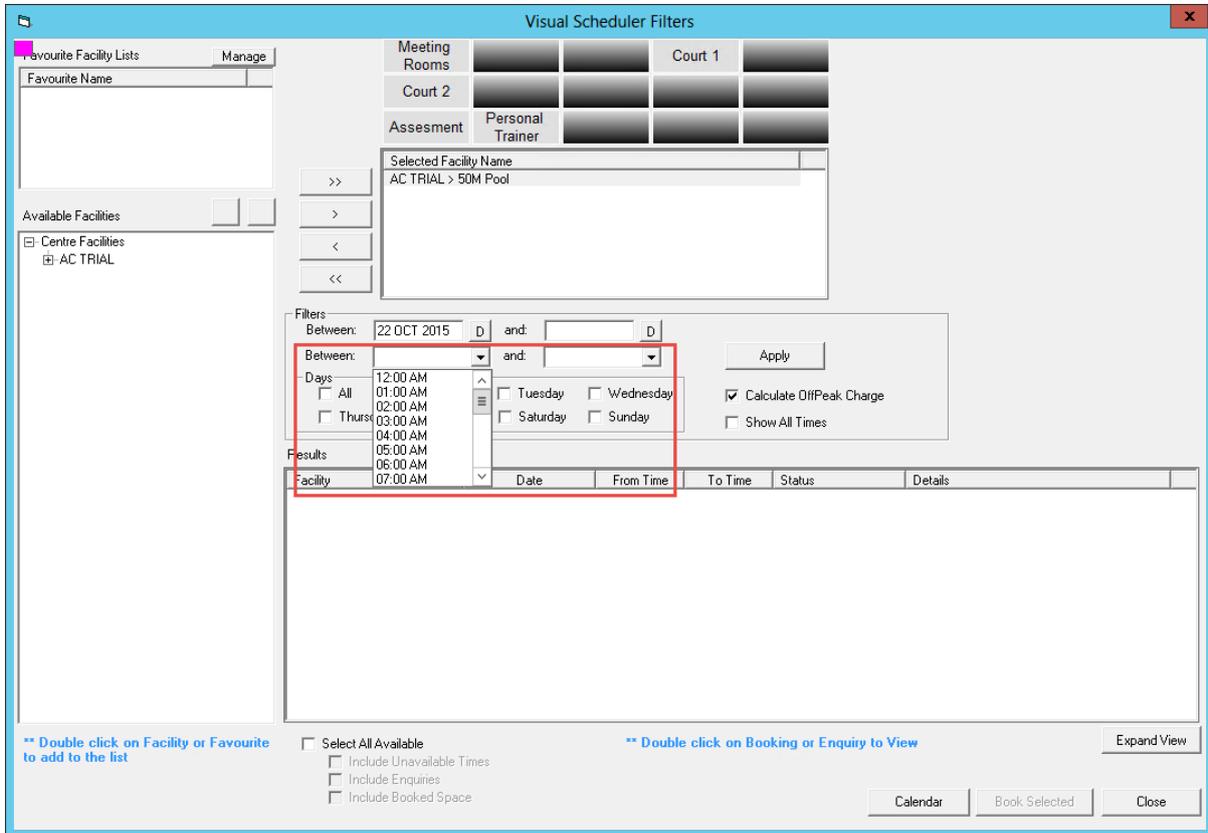
Ability to have multiple Visual Booking Schedulers Open

You can now have multiple Visual Booking Schedulers open at the same time. This allows you to create multiple bookings without the need to close other bookings.

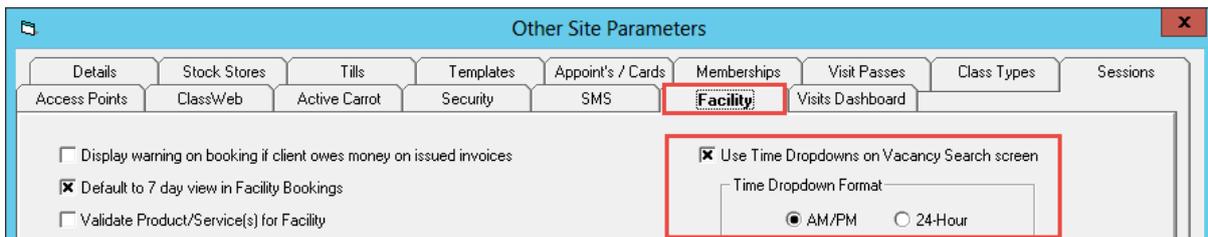


Vacancies Search Changes

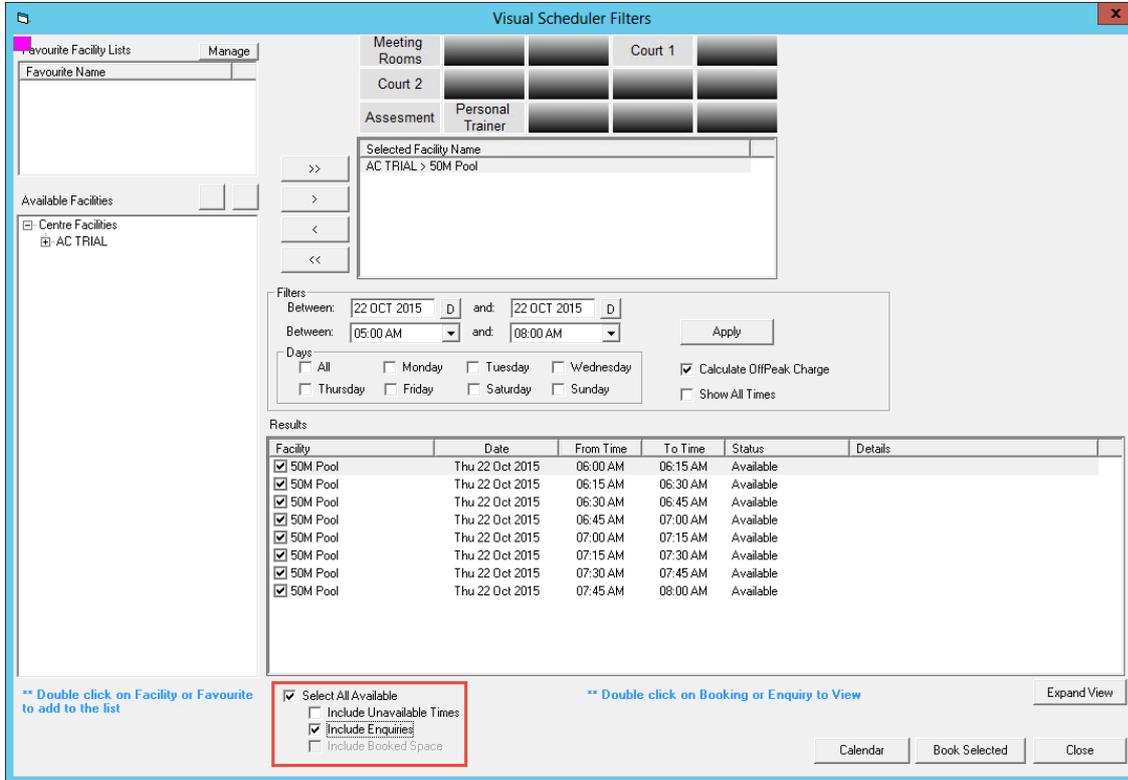
From the Vacancies screen you can now switch on the ability to have a drop down options for the time filters rather than manually typing the time in.



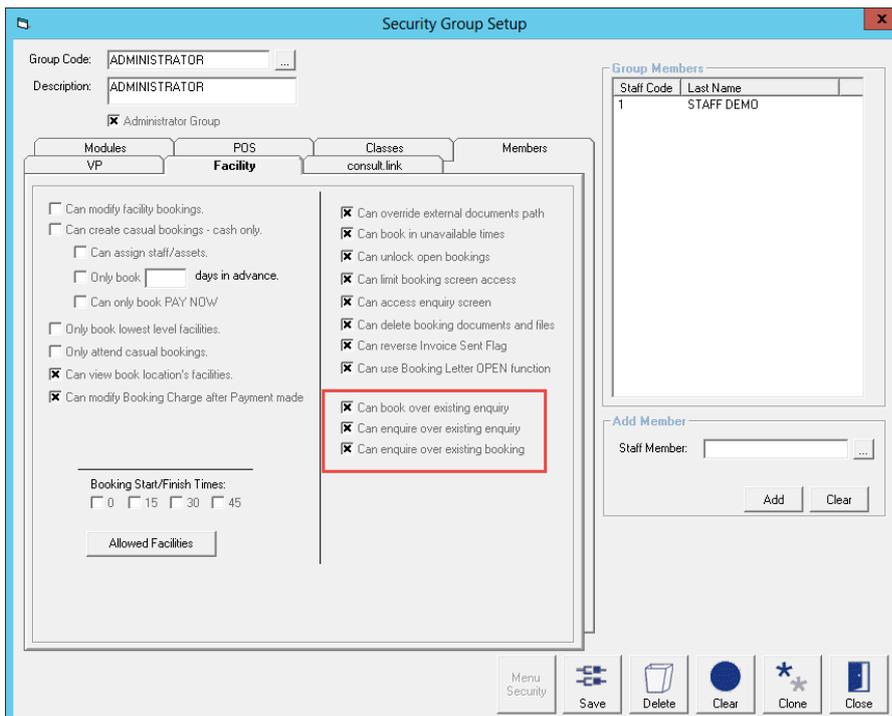
This can be in AM/PM or 24 hour time. To enable and set the option go to Admin> Site> Other Site Parameters (Setup Locations for multi-location)> Facility Tab and select the tick box for 'Use Time Dropdowns on Vacancy Search screen' then choose either AM/PM or 24 Hour.



There is now the option to add booking lines to a booking when they would otherwise be unavailable. For example when making a booking from the vacancies screen, you can choose to select Unavailable Times, Enquiries and Booked Space (if booking an enquiry) if you have the correct security group privileges.



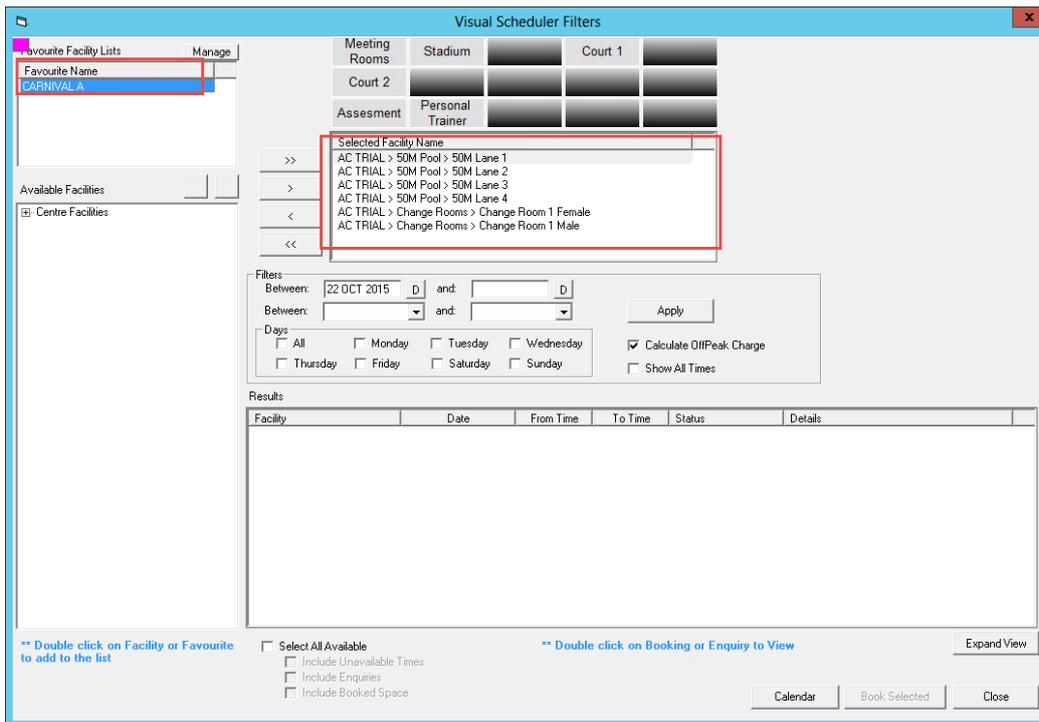
These options are based on the user privileges and are changed through Security Group Settings. These are set up through Admin> Security> Security Groups> Facility Tab.



Facility Favourites

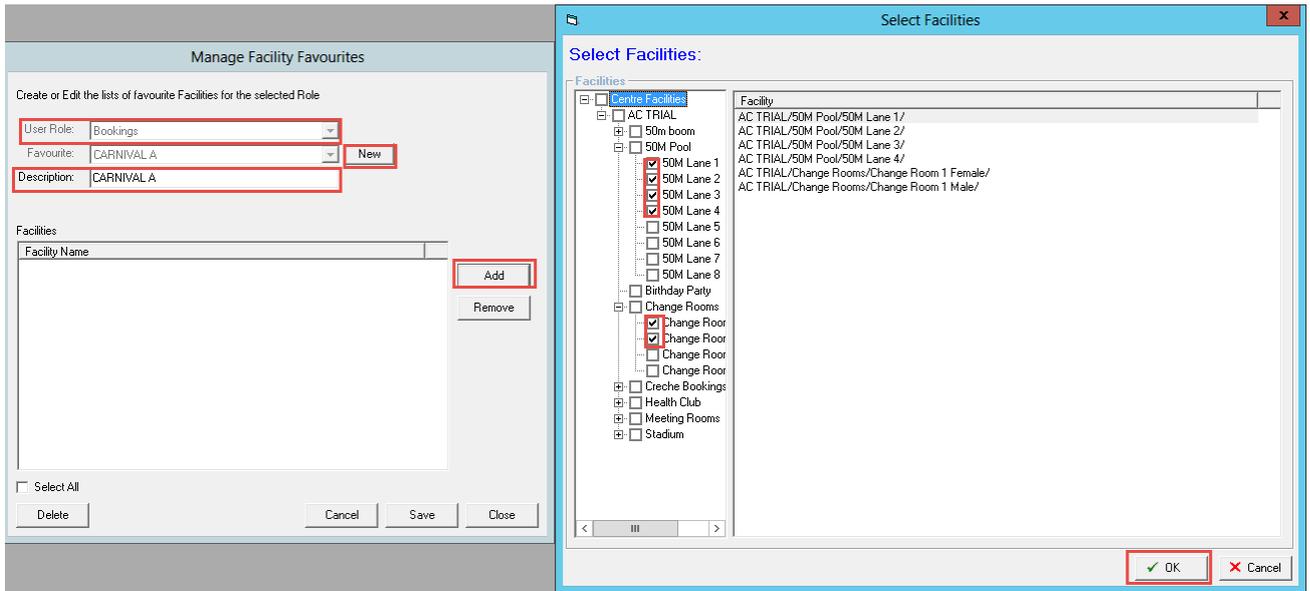
You can now setup a Favourite Facility List. The Favourite allows you to select from pre-selected booking options rather than having to select these options individually off the facility tree.

An example of this would be a Carnival that we have called Carnival A. This uses Lanes 1-5 of the 50m Pool and the Male & Female Change Rooms. When the favourite of Carnival A is selected, it pre fills with the selected Facilities setup for Carnival A.

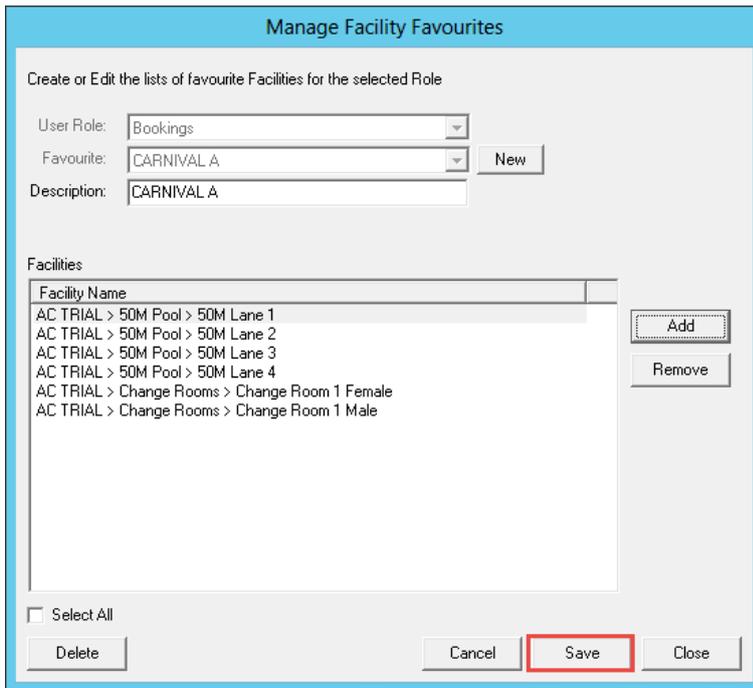


Favourites are set up in Admin> Facility> Facility Favourites. In this screen, all Staff/User Roles are available to add Facility Favourites to.

1. Select a User Role
2. Select the New button
3. Enter a description for the Favourite
4. Select 'Add' to select the Facilities to add to this Favourite



5. The List of Facilities will now show select 'Save'.



These favourites can be edited once created by Selecting the 'User Role' then selecting the 'Favourite'.

Manage Facility Favourites

Create or Edit the lists of favourite Facilities for the selected Role

User Role:

 Favourite:

 Description:

Facilities

Facility Name	
	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Select All

Favourites are allocated by Staff Role. If a Staff member does not have this role against them, they will not see the Favourite List to use.

If needed, staff can be added to a role in bulk by through Admin> Admin> Staff Roles. Select the 'Role', select the 'Add New Staff' button and add all applicable staff.

Roles

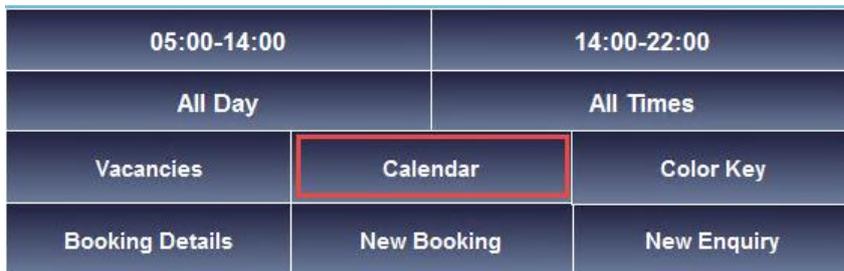
Roles

Staff

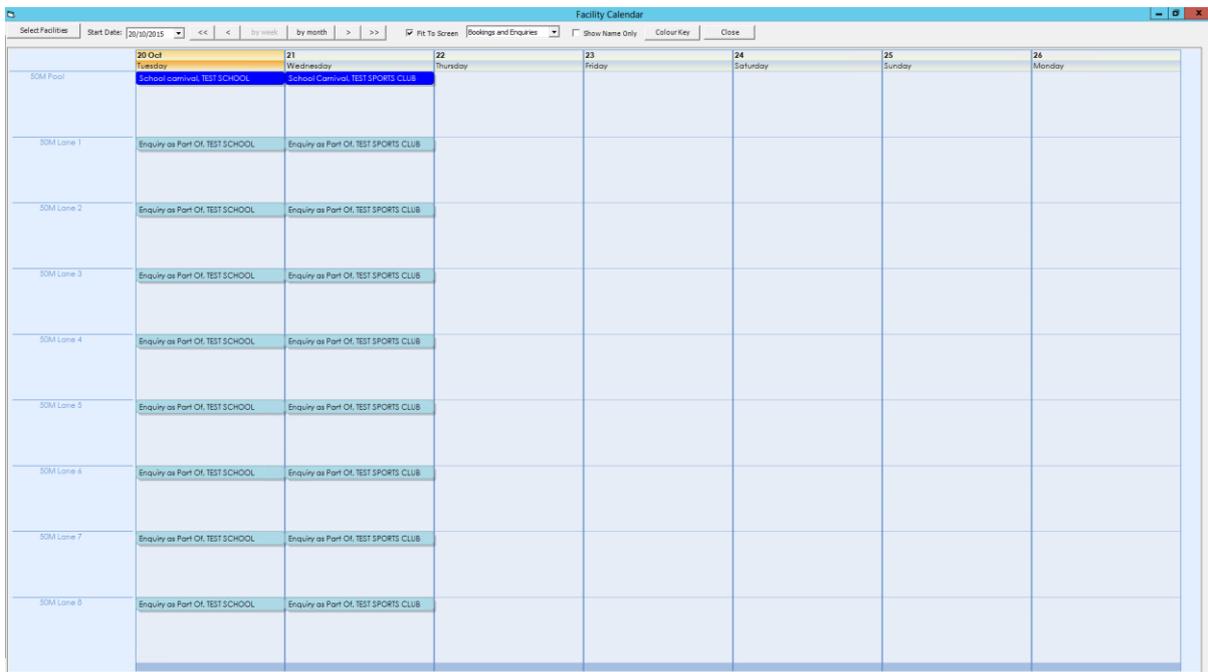
Staff Name	Staff Code
STAFF DEMO	1

Facility Calendar View

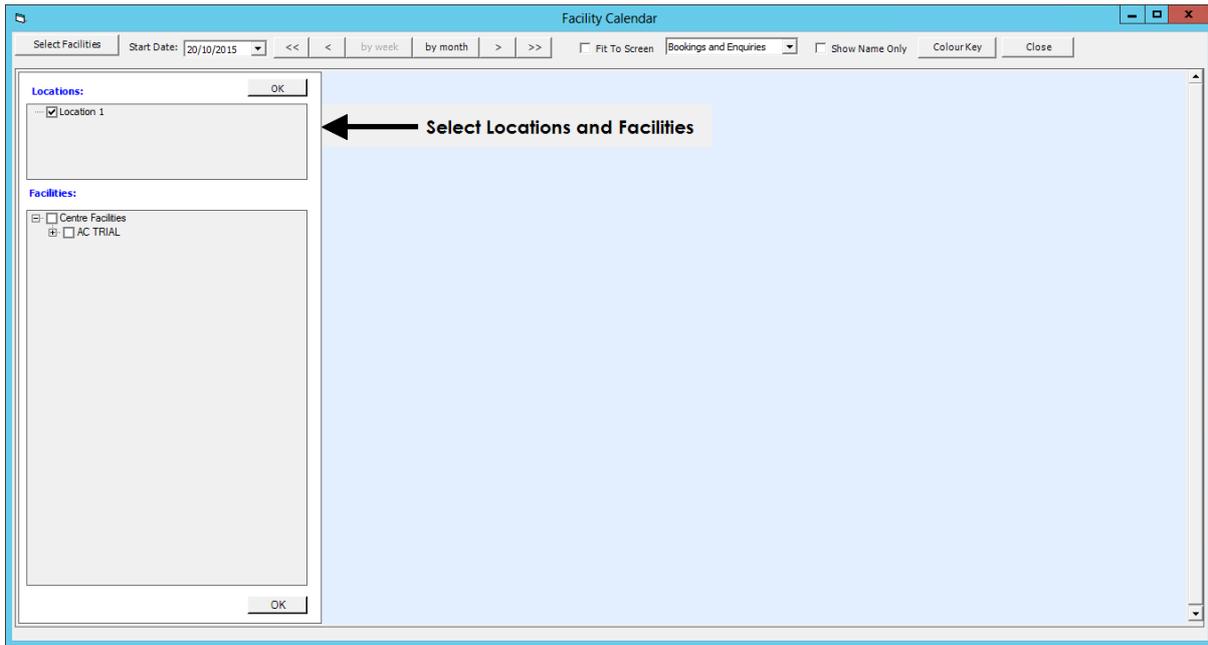
In addition to the Visual Booking Scheduler, you can now access a new monthly and weekly calendar view. These can be accessed via POS > Facility > Facility Calendar or the Calendar button on the Visual Facility Booking screen.



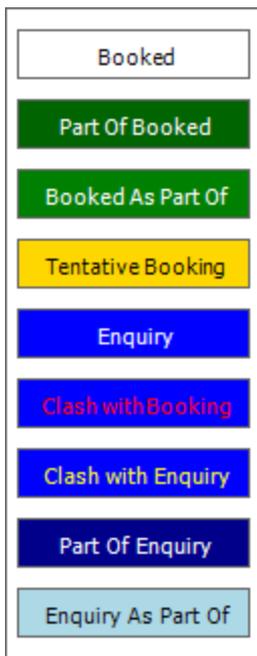
The Calendar will open to the last Facility that was looked at or when opening from the Visual Facility Booking screen the Facility that is selected in the Tree. The default view is weekly.



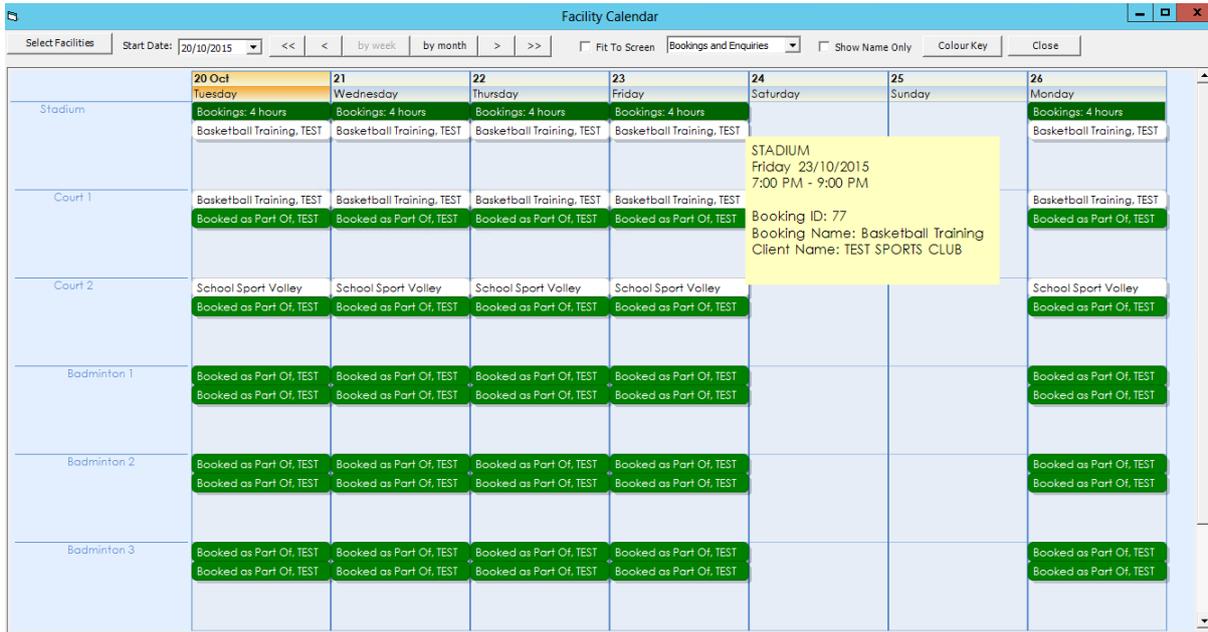
The user can select a location and required facilities to display.



Selected facilities will display the bookings over the selected date period using the below colour-key.



More detail can be seen by hovering over a booking.



The screenshot shows the Facility Calendar interface in weekly view. The start date is 20/10/2015. A tooltip is displayed over the Friday 23/10/2015 cell, showing the following details:

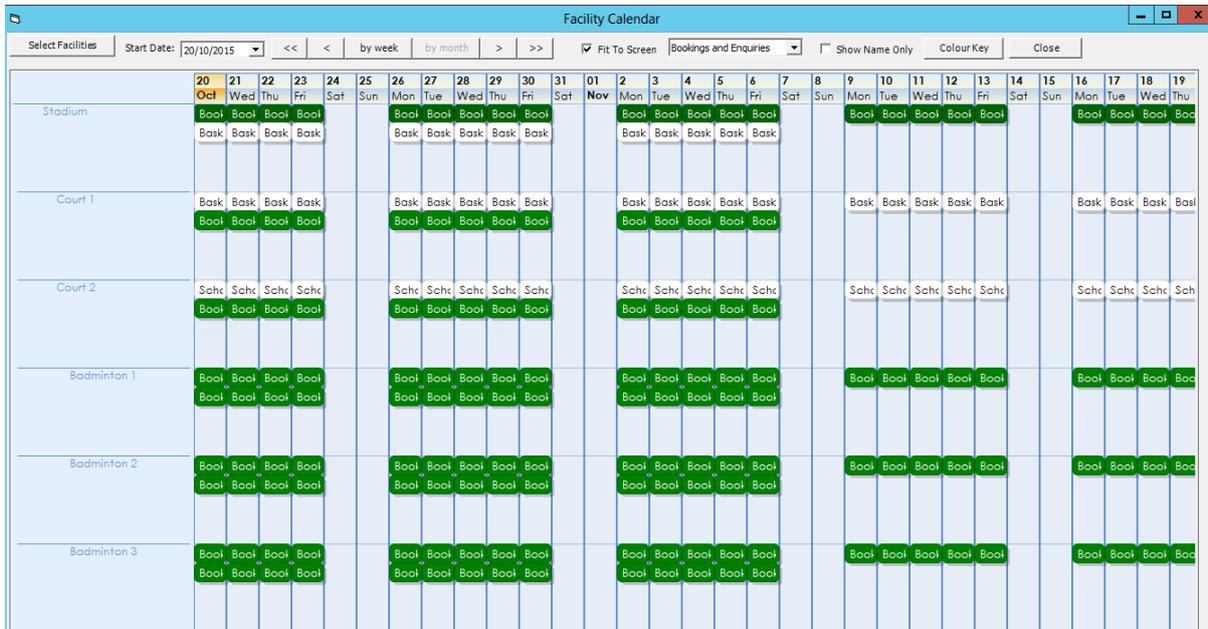
- STADIUM
- Friday 23/10/2015
- 7:00 PM - 9:00 PM
- Booking ID: 77
- Booking Name: Basketball Training
- Client Name: TEST SPORTS CLUB

The display can be changed to monthly view and dates changed using the calendar controls.



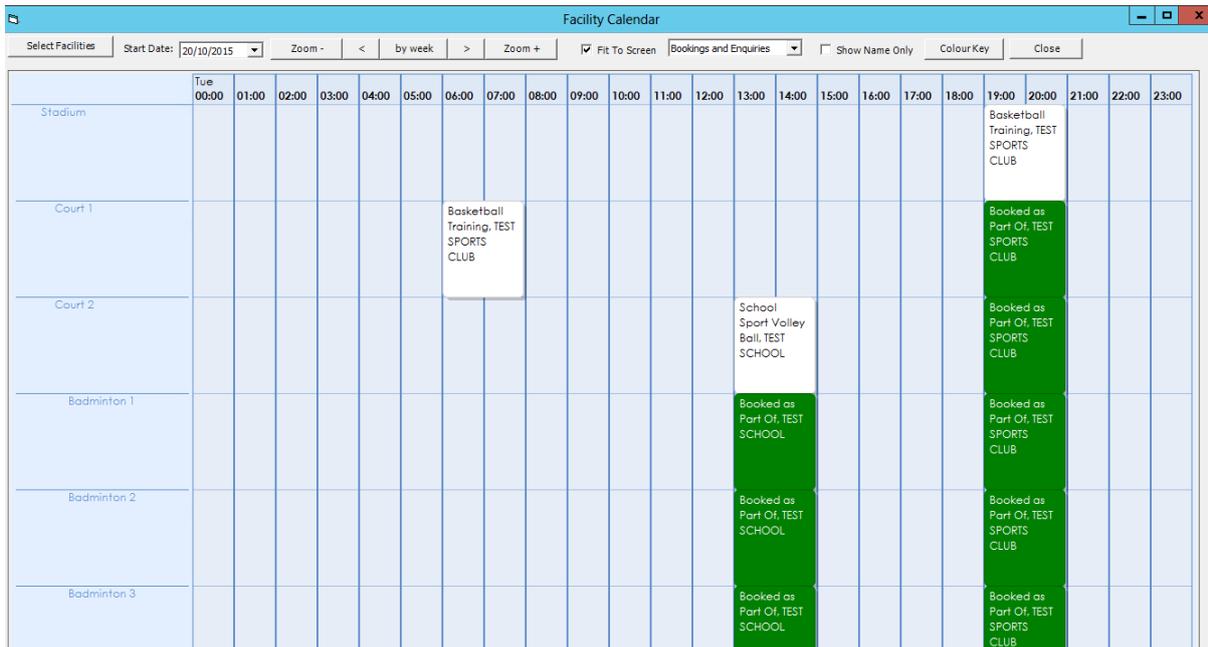
The screenshot shows the Facility Calendar interface with the monthly view controls highlighted. The 'Start Date' is 20/10/2015. The 'by month' view selector is active, and the 'Fit To Screen' checkbox is checked.

Monthly View.



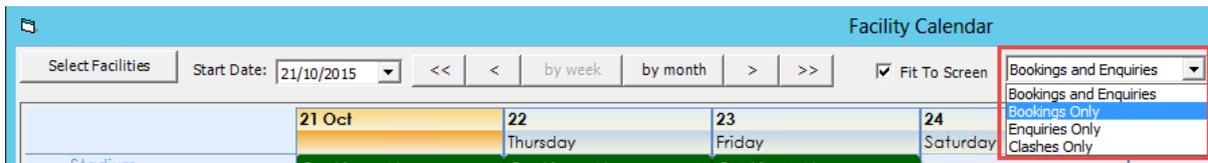
The screenshot shows the Facility Calendar interface in monthly view. The start date is 20/10/2015. The calendar displays bookings for the month of October 2015. The bookings are categorized by facility: Stadium, Court 1, Court 2, Badminton 1, Badminton 2, and Badminton 3. The bookings are represented by colored blocks (green for 'Booked as Part Of, TEST', blue for 'School Sport Valley', and yellow for 'Basketball Training, TEST').

You can see a Daily view by double clicking on a date in the Calendar.



Facility	Tue 00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Stadium																				Basketball Training, TEST SPORTS CLUB				
Court 1							Basketball Training, TEST SPORTS CLUB														Booked as Part Of, TEST SPORTS CLUB			
Court 2														School Sport Valley Ball, TEST SCHOOL							Booked as Part Of, TEST SPORTS CLUB			
Badminton 1														Booked as Part Of, TEST SCHOOL							Booked as Part Of, TEST SPORTS CLUB			
Badminton 2														Booked as Part Of, TEST SCHOOL							Booked as Part Of, TEST SPORTS CLUB			
Badminton 3														Booked as Part Of, TEST SCHOOL							Booked as Part Of, TEST SPORTS CLUB			

You can filter on the types you wish to view.

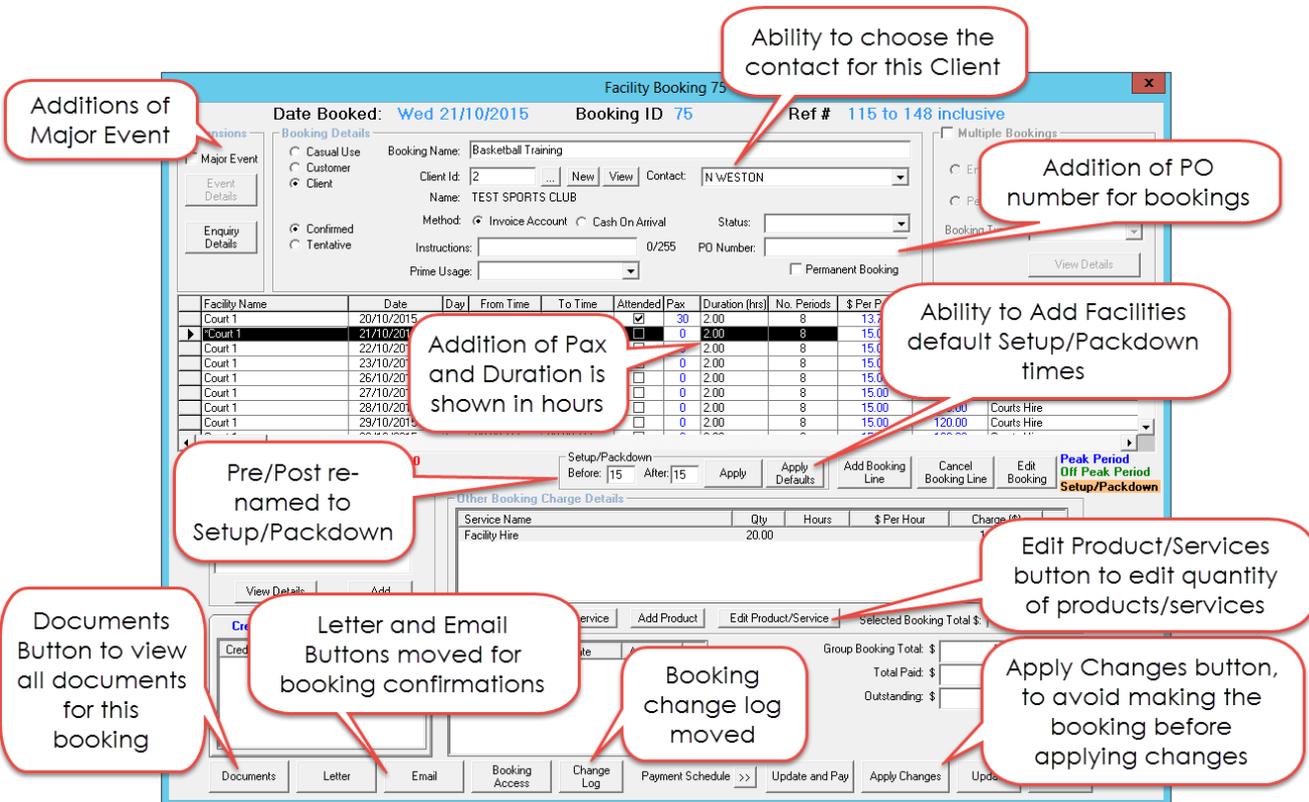


Facility	21 Oct	22 Thursday	23 Friday	24 Saturday
Stadium				

Bookings and Enquiries
 Bookings Only
 Enquiries Only
 Clashes Only

Changes to the Create Booking Screen

There have been a large amount of additions and changes in the Create booking screen.



The screenshot shows the 'Facility Booking 75' screen with the following callouts:

- Ability to choose the contact for this Client:** Points to the 'Contact' dropdown menu set to 'N WESTON'.
- Additions of Major Event:** Points to the 'Major Event' section on the left sidebar.
- Addition of PO number for bookings:** Points to the 'PO Number' field.
- Ability to Add Facilities default Setup/Packdown times:** Points to the 'Setup/Packdown' section with 'Before: 15' and 'After: 15'.
- Addition of Pax and Duration is shown in hours:** Points to the 'Attended Pax' and 'Duration (hrs)' columns in the booking table.
- Pre/Post re-named to Setup/Packdown:** Points to the 'Setup/Packdown' section.
- Documents Button to view all documents for this booking:** Points to the 'Documents' button at the bottom.
- Letter and Email Buttons moved for booking confirmations:** Points to the 'Letter' and 'Email' buttons at the bottom.
- Booking change log moved:** Points to the 'Change Log' button at the bottom.
- Edit Product/Services button to edit quantity of products/services:** Points to the 'Edit Product/Service' button.
- Apply Changes button, to avoid making the booking before applying changes:** Points to the 'Apply Changes' button at the bottom.

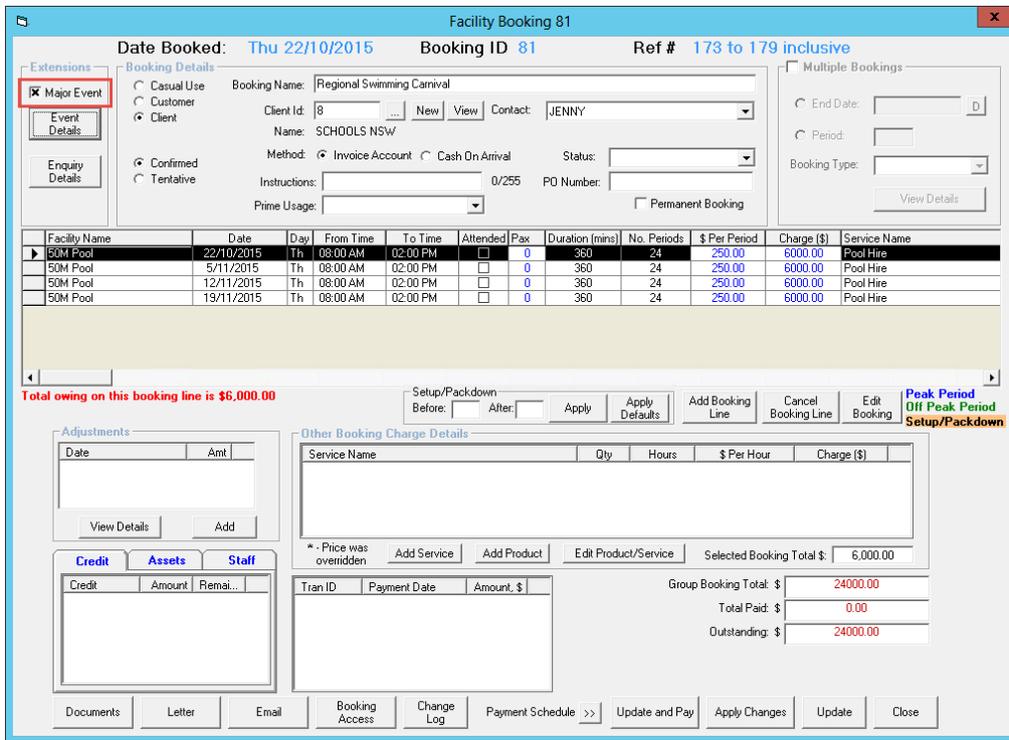
The following are the changes made to the Create booking Screen:

- Addition of Major Events option
- Ability to select which client you wish to have as the contact for the booking
- Addition of a PO Number section
- Addition of recording Pax per booking Line
- Ability to show the duration of the booking per hour instead of Minutes
- Pre/Post renamed to setup/packdown
- Ability to use default setup/packdown times for a booking
- Ability to edit products/services per booking line
- Multi edit screen now allows for bulk edit of products and services
- Letter and Email Buttons have moved and allow for saving the Confirmation to a specific document folder
- Document button, allows to view all documentation on this booking as well as emails sent
- Booking change log has moved
- An apply changes button has been added to allow for the booking to update without making the booking and then going back in to make changes

Major Event Option

Using the Major event option, allows you to report on facility bookings that includes specific details required by large centres that run large events.

When making a booking select the 'Major Event' option.



Facility Booking 81
 Date Booked: Thu 22/10/2015 Booking ID 81 Ref # 173 to 179 inclusive

Booking Details

Major Event

Booking Name: Regional Swimming Carnival
 Client Id: 8 Client: JENNY
 Name: SCHOOLS NSW
 Method: Invoice Account Cash On Arrival Status:
 Instructions: PO Number: Prime Usage: Permanent Booking

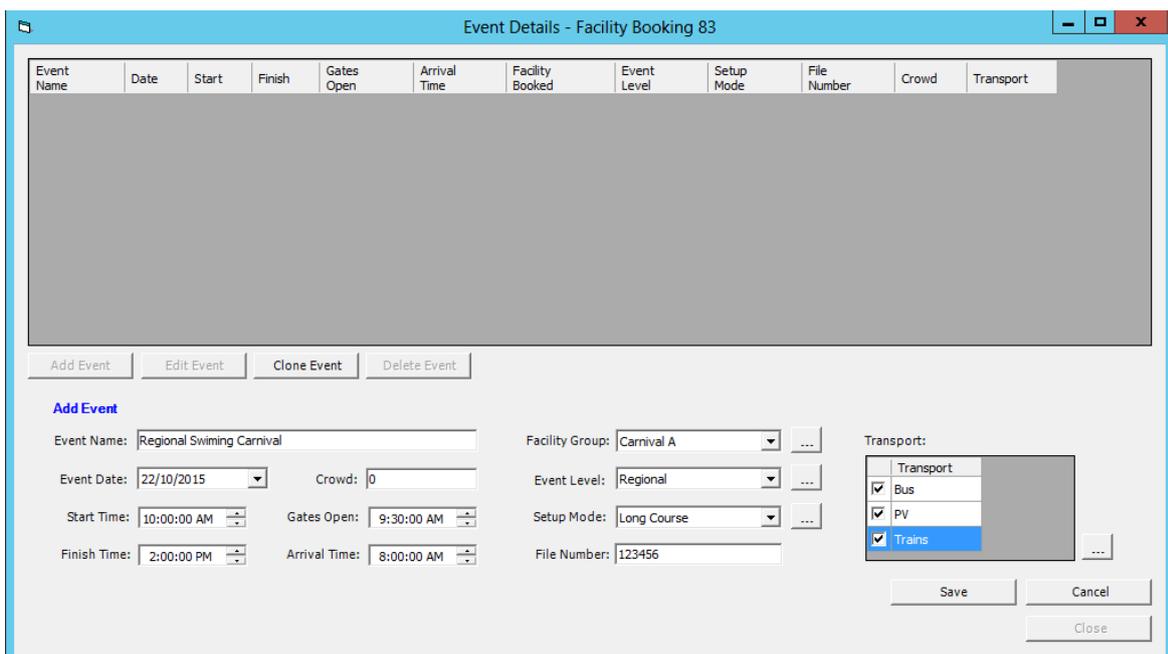
Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Name
50M Pool	22/10/2015	Th	08:00 AM	02:00 PM	<input type="checkbox"/>	0	360	24	250.00	6000.00	Pool Hire
50M Pool	5/11/2015	Th	08:00 AM	02:00 PM	<input type="checkbox"/>	0	360	24	250.00	6000.00	Pool Hire
50M Pool	12/11/2015	Th	08:00 AM	02:00 PM	<input type="checkbox"/>	0	360	24	250.00	6000.00	Pool Hire
50M Pool	19/11/2015	Th	08:00 AM	02:00 PM	<input type="checkbox"/>	0	360	24	250.00	6000.00	Pool Hire

Total owing on this booking line is \$6,000.00

Group Booking Total: \$ 24000.00
 Total Paid: \$ 0.00
 Outstanding: \$ 24000.00

Details of the major event can be added for applicable dates in the below screen.

NOTE: Crowd Numbers here is manual input separate to booking crowds



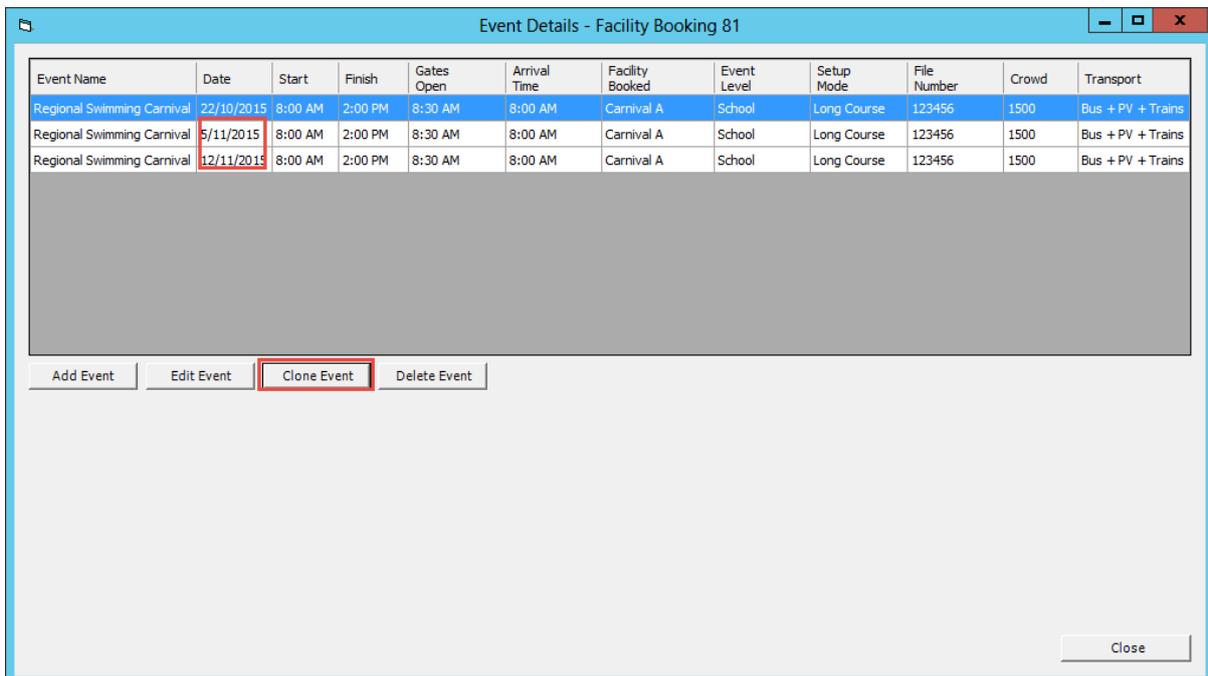
Event Details - Facility Booking 83

Event Name	Date	Start	Finish	Gates Open	Arrival Time	Facility Booked	Event Level	Setup Mode	File Number	Crowd	Transport
Regional Swiming Carnival	22/10/2015	10:00:00 AM	2:00:00 PM	9:30:00 AM	8:00:00 AM	Carnival A	Regional	Long Course	123456	0	<input type="checkbox"/> Transport <input checked="" type="checkbox"/> Bus <input checked="" type="checkbox"/> PV <input checked="" type="checkbox"/> Trains

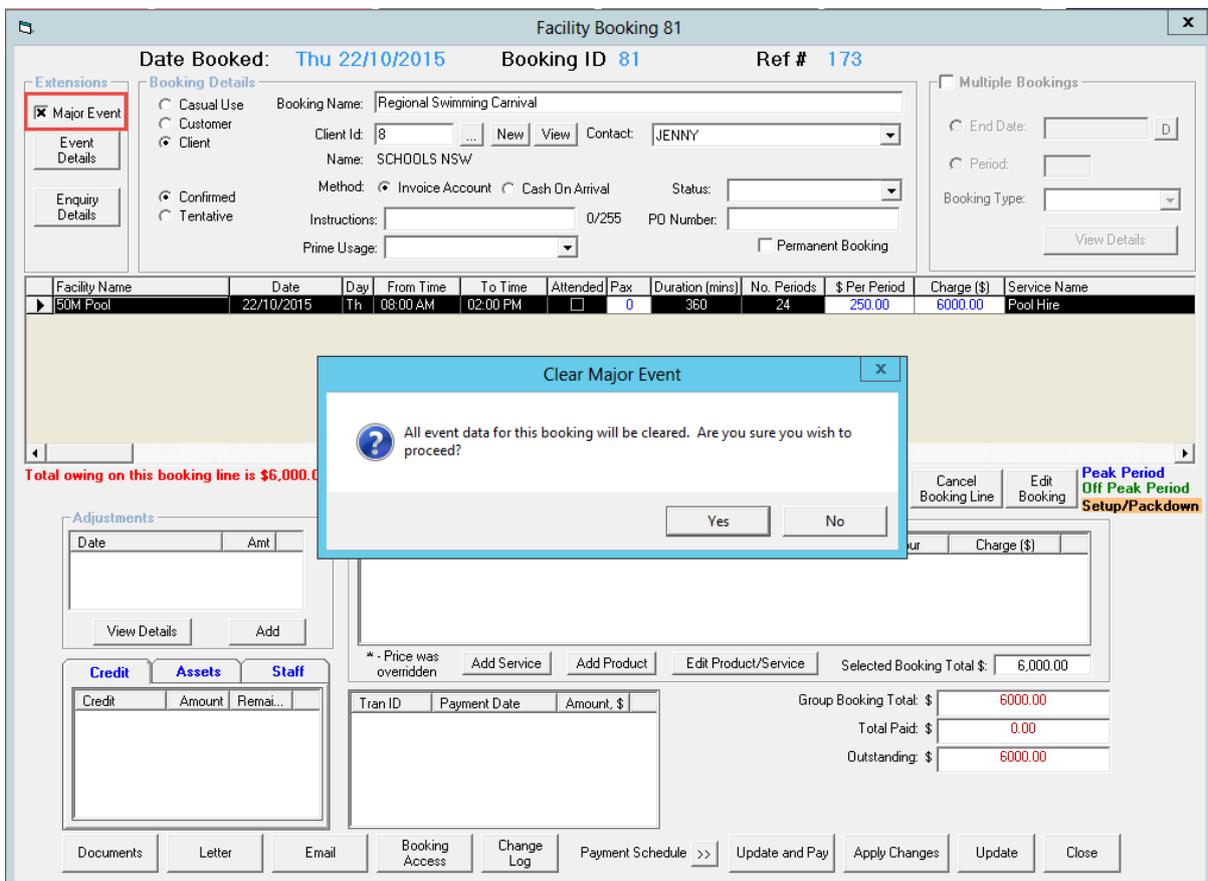
Buttons: Add Event, Edit Event, Clone Event, Delete Event

Buttons: Save, Cancel, Close

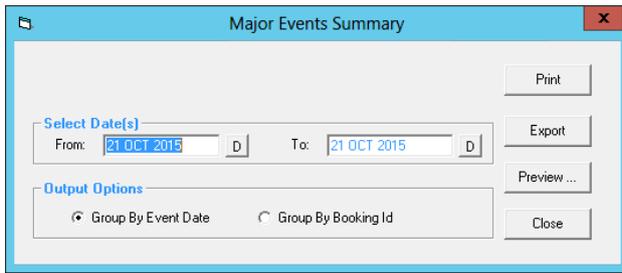
Once saved a row can be cloned to another date for ease of data entry. The date will automatically select the next booking date if this booking has multiple dates.



You also have the ability to remove a Major Event from a booking by unselecting the 'Major Event' Option. This will clear the event data.



The report is found in Reporting> Facility> Major Events Summary.



Grouped by Event Date option

Test 3 Location 1

Major Events Summary - Loc1

Date	Event Name	Event Level	Start	Finish	Facility Booked	Setup Mode	Crowd	Arrival Time	Gates Open	Transport Mode	Status	File #	ID
22/10/2015	Regional Swimming Carnival	School	08:00 AM	02:00 PM	Carnival A	Long Course	1500	08:00 AM	08:30 AM	Bus + PV + Trains	Confirmed	123456	81
29/10/2015	National School Carnival	School	08:00 AM	02:00 PM	Carnival A	Long Course	2000	08:00 AM	08:30 AM	Bus + PV + Trains	Confirmed	112233	82
29/10/2015	National School Carnival	School	11:00 AM	02:00 PM	Carnival B	Long Course	2000	10:00 AM	10:30 AM	Bus + PV + Trains	Confirmed	112255	82
29/10/2015	National School Carnival	School	03:00 PM	06:00 PM	Carnival A	Long Course	800	01:00 PM	02:30 AM	Bus + PV + Trains	Confirmed	115544	82

End of report.

Or Grouped by Booking ID

Test 3 Location 1

Major Events Summary - Loc1

Date	Event Name	Event Level	Start	Finish	Facility Booked	Setup Mode	Crowd	Arrival Time	Gates Open	Transport Mode	Status	File #	ID
22/10/2015	Regional Swimming Carnival	School	08:00 AM	02:00 PM	Carnival A	Long Course	1500	08:00 AM	08:30 AM	Bus + PV + Trains	Confirmed	123456	81
29/10/2015	National School Carnival	School	08:00 AM	02:00 PM	Carnival A	Long Course	2000	08:00 AM	08:30 AM	Bus + PV + Trains	Confirmed	112233	82
29/10/2015	National School Carnival	School	11:00 AM	02:00 PM	Carnival B	Long Course	2000	10:00 AM	10:30 AM	Bus + PV + Trains	Confirmed	112255	82
29/10/2015	National School Carnival	School	03:00 PM	06:00 PM	Carnival A	Long Course	800	01:00 PM	02:30 AM	Bus + PV + Trains	Confirmed	115544	82

End of report.

The event fields are also available to add as merge fields to your confirmation letters if required.

MAILINGS REVIEW VIEW

Rules Match Fields Update Labels Preview Results Find Recipient Check for Errors Finish & Merge

ClientCreditOnAccount
 ClientCreditForBooking
 AdjustmentDateTime
 AdjustmentReason
 AdjustmentAmount
 TotalAdjustments
 InvoicePrefix
 GrandTotalGST
 OtherBookingGSTAmount
 OtherBookingChargeExGST
 BookingBalance
 PaymentScheduleDate
 PaymentScheduleDueAmount
 PaymentScheduleComment
 BookingDay
 InvoiceNumber
 TotalPax
EventDate
 EventName
 EventFacilityGroup
 EventLevel
 EventStartTime
 EventEndTime
 EventSetupMode
 EventPax
 EventArrivalTime
 EventGatesOpenTime
 EventTransportMode
 EventFileNumber
 EventTotalPax

CustomerFirstName«ClientContactFirst»,
 Account: «ClientCreditOnAccount»
 for this booking: «ClientCreditForBooking»
 a confirmation of your booking made with «LocationName».

Particulars

Number	«BookingReferenceNumber»
	«BookingName»
	«BookingStatus»
Amount	«PaymentMethod»
	«Instructions»
	«Phone»

Details

	Pax	Date	From	To	GST	Charges Ex GST	Charges	Hourly Rate
	«FacilityBookingPax»	«FacilityBookingDate»	«FacilityBookingFromTime»	«FacilityBookingToTime»	«FacilityBookingGSTAmount»	«FacilityBookingChargeExGST»	«FacilityBookingCharge»	«HourlyRate»

Charges: «TotalBookingsAmount»

Additional Charges

	Qty	Hours	\$ per hour	Charges
«OtherBookingServiceName»	«OtherBookingChargesQty»	«OtherBookingChargesHours»	«OtherBookingChargesPerHour»	«OtherBookingChargesCharge»

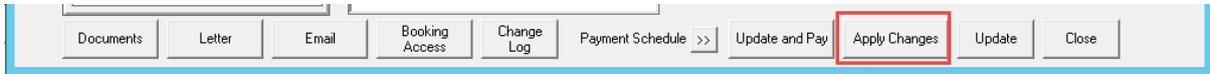
Charges: «TotalAdditionalChargesAmount»

Event Details

Event Date	Event Name	Event Facility Group	Event Level	Start Time	End Time	Mode
22 Oct 2015	Regional Swimming Carnival	Carnival A	School	08:00 AM	02:00 PM	Long Course
<u>Event Pax</u>	Arrival Time	Gates Open	Transport Mode	File Number	Event Total <u>Pax</u>	
1500	08:00 AM	08:30 AM	Bus + PV + Trains	123456	1500	

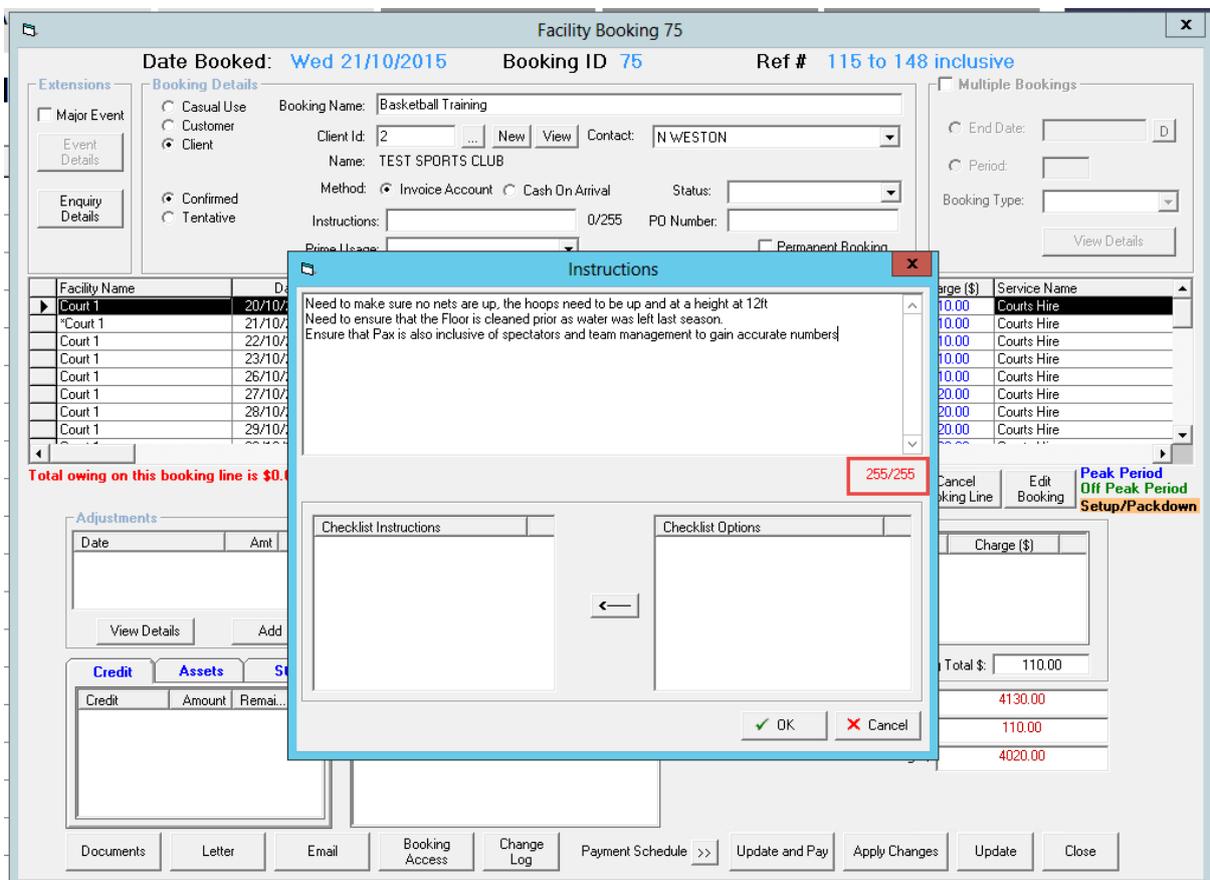
Apply Changes Button

You can now select the 'Apply Changes' button which means you no longer need to close the booking to save the changes.



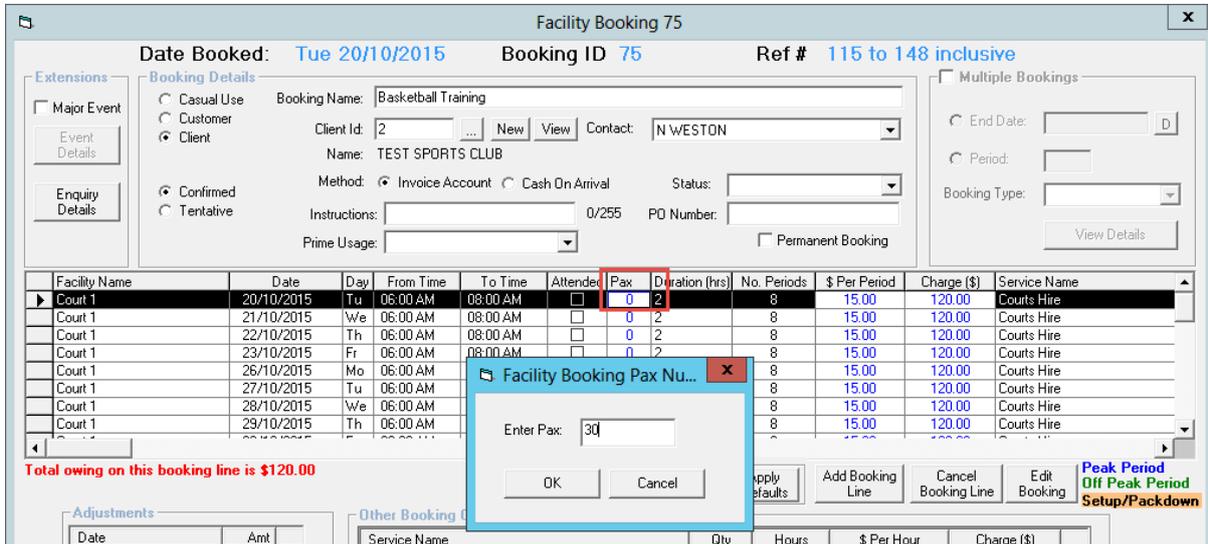
Instructions Field Changes

In the instructions field for a Facility Booking it now has a Countdown of characters remaining. Once you get to 255 characters you can no longer add any additional Characters in the instructions field.



Pax/Crowd Numbers

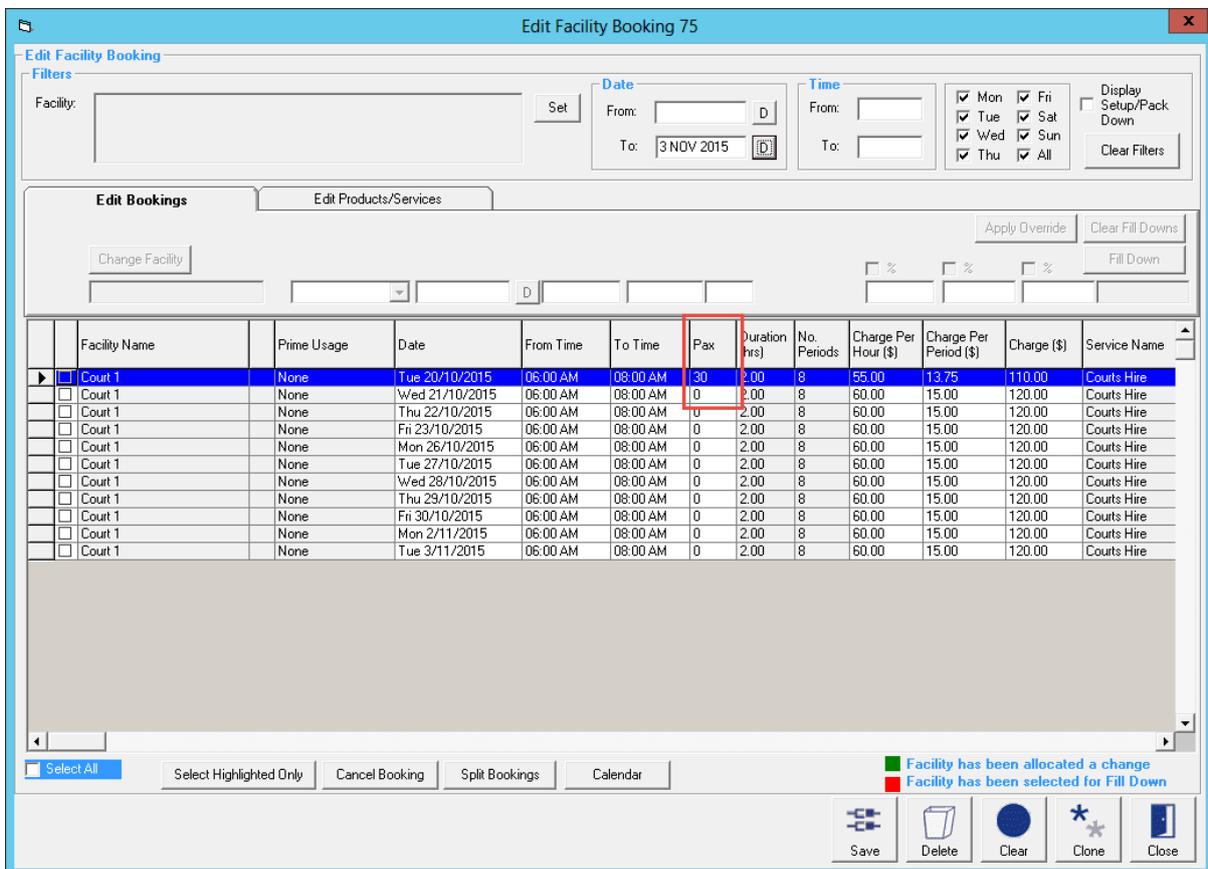
When making a booking, each line can now have a Pax/Crowd number entered. This is done by double-clicking on the Pax column in the booking screen and entering the number in.



The screenshot shows the 'Facility Booking 75' window. At the top, it displays 'Date Booked: Tue 20/10/2015', 'Booking ID 75', and 'Ref # 115 to 148 inclusive'. Below this are 'Booking Details' including 'Booking Name: Basketball Training', 'Client Id: 2', 'Name: TEST SPORTS CLUB', and 'Method: Invoice Account'. A table lists booking lines for 'Court 1' from 20/10/2015 to 29/10/2015. A red box highlights the 'Pax' column in the first row, which contains the value '0'. A pop-up dialog titled 'Facility Booking Pax Nu...' is open, showing 'Enter Pax: 30'.

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	20/10/2015	Tu	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	21/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	22/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	23/10/2015	Fr	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	26/10/2015	Mo	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	27/10/2015	Tu	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	28/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire
Court 1	29/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2	8	15.00	120.00	Courts Hire

This can also be done from the Multi Edit Screen via the Edit Booking button as a fill down or individually.

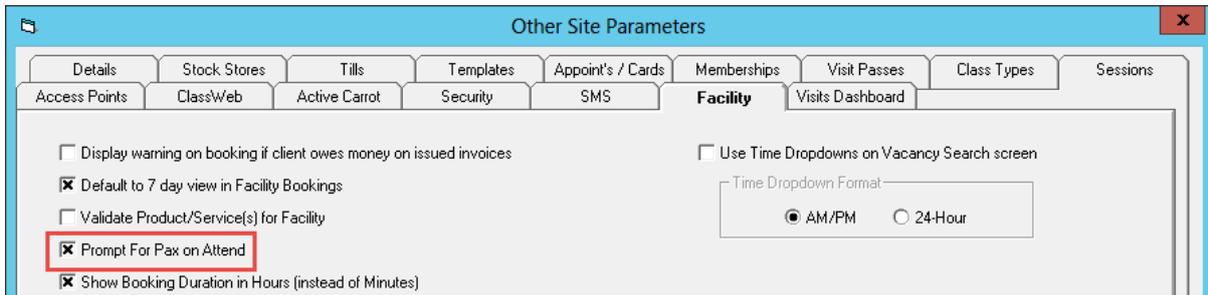


The screenshot shows the 'Edit Facility Booking 75' window. It features 'Filters' for Facility, Date (From: 3 NOV 2015), and Time. Below are 'Edit Bookings' and 'Edit Products/Services' tabs. A table lists booking lines for 'Court 1' from 20/10/2015 to 3/11/2015. A red box highlights the 'Pax' column in the first row, which contains the value '30'. At the bottom, there are buttons for 'Save', 'Delete', 'Clear', 'Clone', and 'Close', along with a status bar indicating 'Facility has been allocated a change' and 'Facility has been selected for Fill Down'.

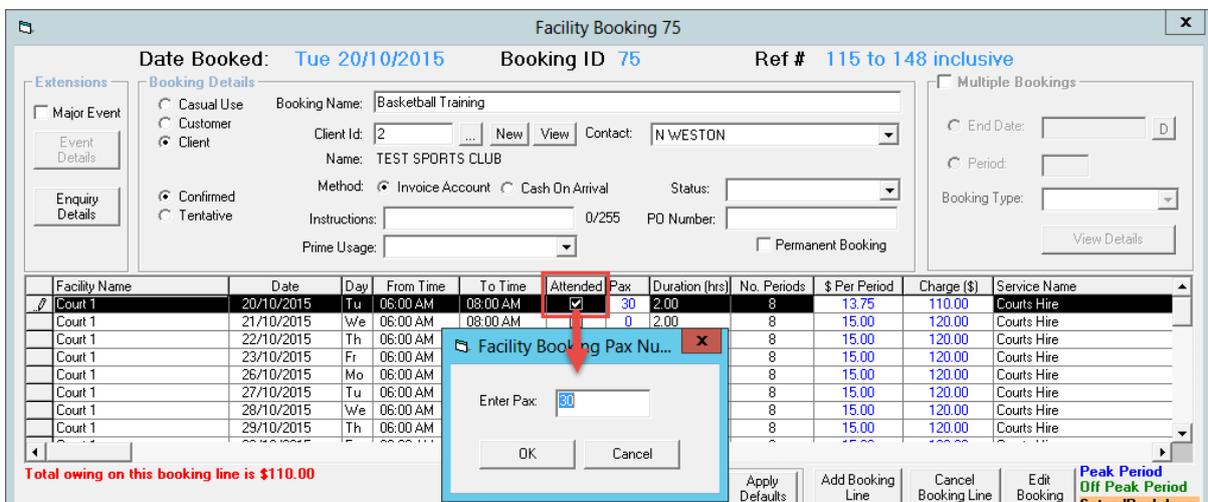
Facility Name	Prime Usage	Date	From Time	To Time	Pax	Duration (hrs)	No. Periods	Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)	Service Name
Court 1	None	Tue 20/10/2015	06:00 AM	08:00 AM	30	2.00	8	55.00	13.75	110.00	Courts Hire
Court 1	None	Wed 21/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 22/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 23/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 26/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 27/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Wed 28/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 29/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 30/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 2/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 3/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire

If selected, the Pax can also be adjusted when the booking is attended.

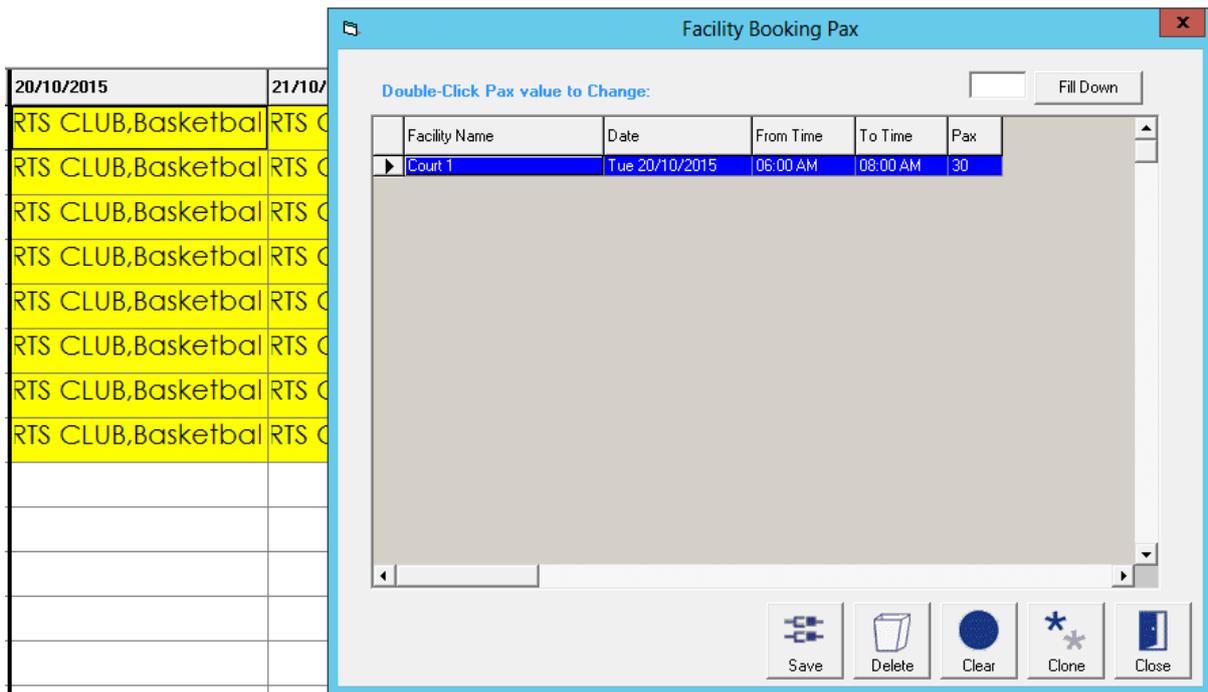
To turn this on go to Admin> Site> Other Site Parameters (Or Set Up Locations for multi location sites)> Facility tab> Prompt for Pax on Attend



When the facility booking is attended from the booking screen the following prompt occurs.



When attending from the Visual Booking Scheduler a prompt will also occur.



The Bookings by Date report has a column for Pax numbers with a total.

Demo Site

Bookings By Date Report
From : 20/10/2015 To : 20/10/2015

Date	From Time	To Time	Hours Used	Pax	Facility Name	Name	Status	Booking Name	Booking Id	Instructions
20/10/2015	06:00 AM	08:00 AM	2	30	Court 1	TEST SPORTS CLUB	Confirmed	Basketball Training	75	
20/10/2015	01:00 PM	03:00 PM	2	0	Court 2	TEST SCHOOL	Confirmed	School Sport Volley Ball	76	
20/10/2015	04:00 PM	05:00 PM	1	0	Court 1	TEST SCHOOL	Confirmed	Fitness Test	78	
20/10/2015	07:00 PM	09:00 PM	2	0	Stadium	TEST SPORTS CLUB	Confirmed	Basketball Training	77	
TOTAL:			7	30						

* Print contact details and booking instructions.

* Att refers to 'Facility Booking Attended'

* Bookings only.

End of report.

When you generate a confirmation letter for the booking, the Pax number is shown under the Pax column as shown below. The Booking confirmation template will need to be edited to include this.

Dear N,

Client Credit on Account: \$0.00

Client Credit Used for this booking: \$0.00

Please find below a confirmation of your booking made with Location 1.

Booking particulars

Booking Reference Number	115 to 148 inclusive
Event Description	Basketball Training
Booking Status	Confirmed
Payment Arrangement	Invoice on Account
Specified instructions	
Phone number on file	

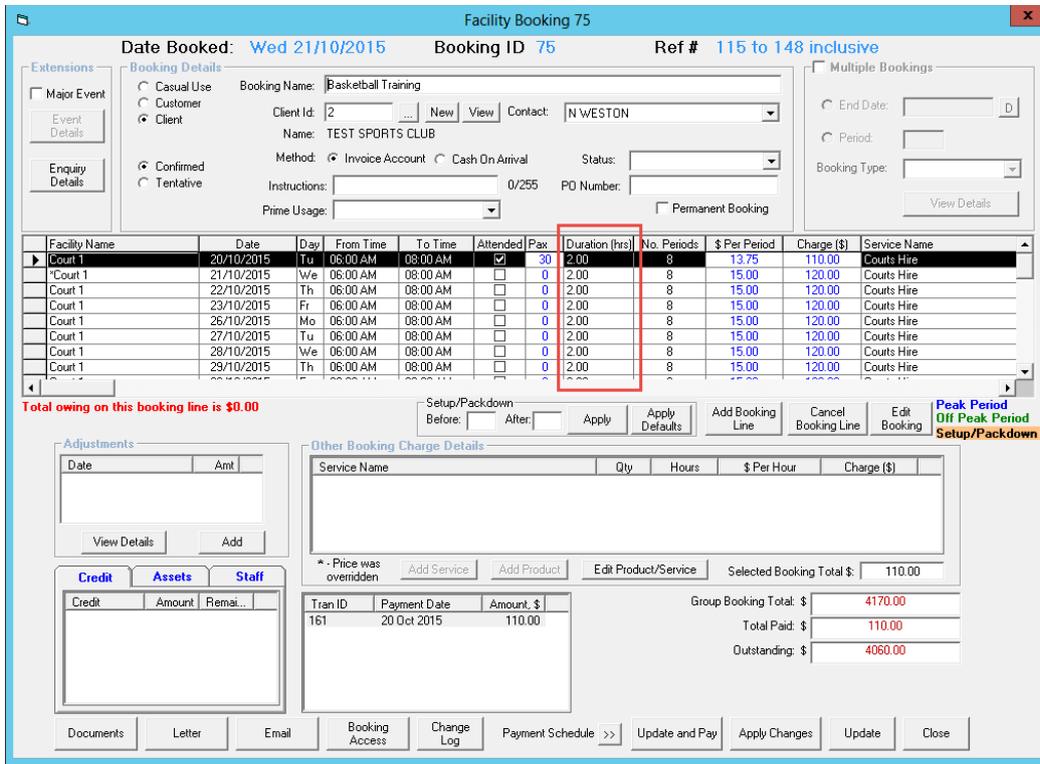
Booking Details

Facility Booked	Pax	Date	From	To	GS
Court 1	30	20 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	60	21 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	80	22 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	75	23 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	20	26 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	0	27 Oct 2015	06:00 AM	08:00 AM	\$1
Court 1	0	28 Oct 2015	06:00 AM	08:00 AM	\$1

Total Bookings: \$790.00

Booking Duration in Hours instead on Minutes

You can now choose to have the booking duration showing in hours instead of minutes.



Facility Booking 75

Date Booked: Wed 21/10/2015 Booking ID 75 Ref # 115 to 148 inclusive

Booking Name: Basketball Training

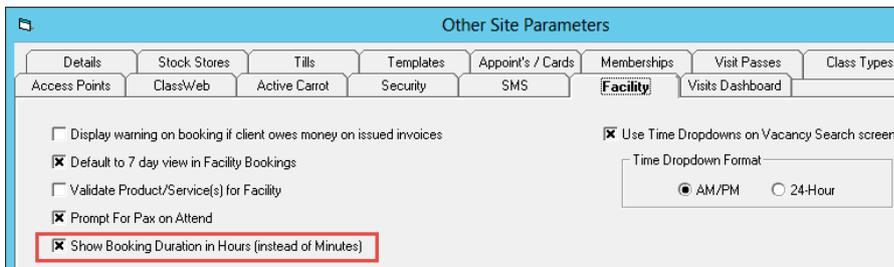
Client Name: TEST SPORTS CLUB

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	20/10/2015	Tu	06:00 AM	08:00 AM	<input checked="" type="checkbox"/>	30	2.00	8	13.75	110.00	Courts Hire
Court 1	21/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	22/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	23/10/2015	Fr	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	26/10/2015	Mo	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	27/10/2015	Tu	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	28/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	29/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire

Total owing on this booking line is \$0.00

Group Booking Total: \$ 4170.00
Total Paid: \$ 110.00
Outstanding: \$ 4060.00

This change can be made by going to Admin> Site> Other Site Parameters (Setup Locations for multi location)> Facility Tab> Show Booking Duration in Hours



Other Site Parameters

Facility

Display warning on booking if client owes money on issued invoices

Default to 7 day view in Facility Bookings

Validate Product/Service(s) for Facility

Prompt For Pax on Attend

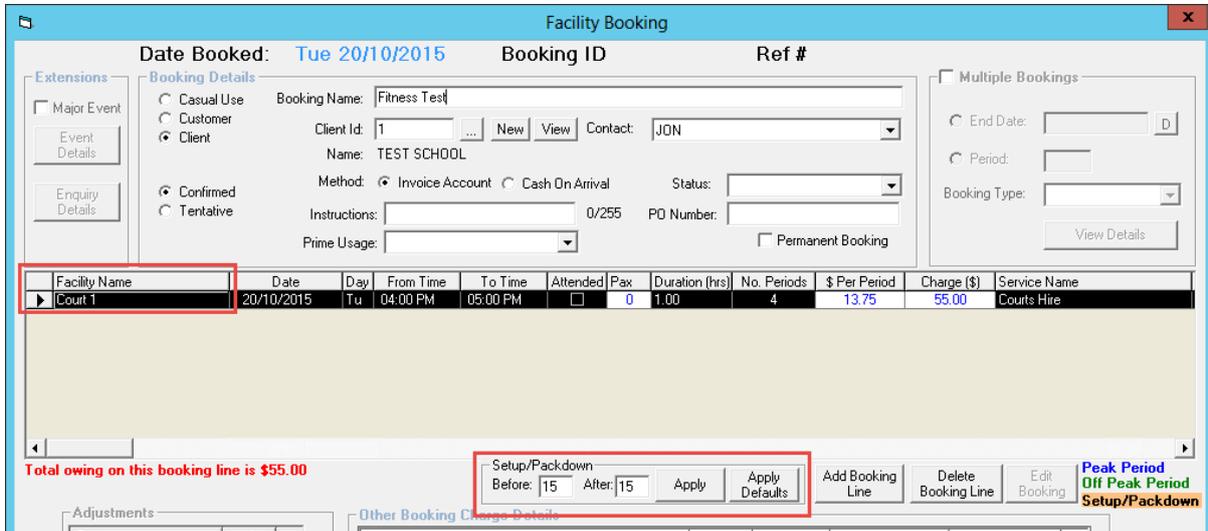
Show Booking Duration in Hours (instead of Minutes)

Use Time Dropdowns on Vacancy Search screen

Time Dropdown Format: AM/PM 24-Hour

Pre/Post Changes

Pre/Post has now been renamed to Setup/Packdown. Users can now select booking lines and apply defaults or manually enter a Setup/Pack down value.



Facility Booking

Date Booked: Tue 20/10/2015 Booking ID Ref #

Extensions: Major Event, Event Details, Enquiry Details

Booking Details:

- Casual Use
- Customer
- Client
 - Booking Name: Fitness Test
 - Client Id: 1
 - Name: TEST SCHOOL
 - Method: Invoice Account
 - Instructions: 0/255
 - Prime Usage:
- Confirmed
- Tentative

Multiple Bookings:

- End Date:
- Period:
- Booking Type:

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	20/10/2015	Tu	04:00 PM	05:00 PM		0	1.00	4	13.75	55.00	Courts Hire

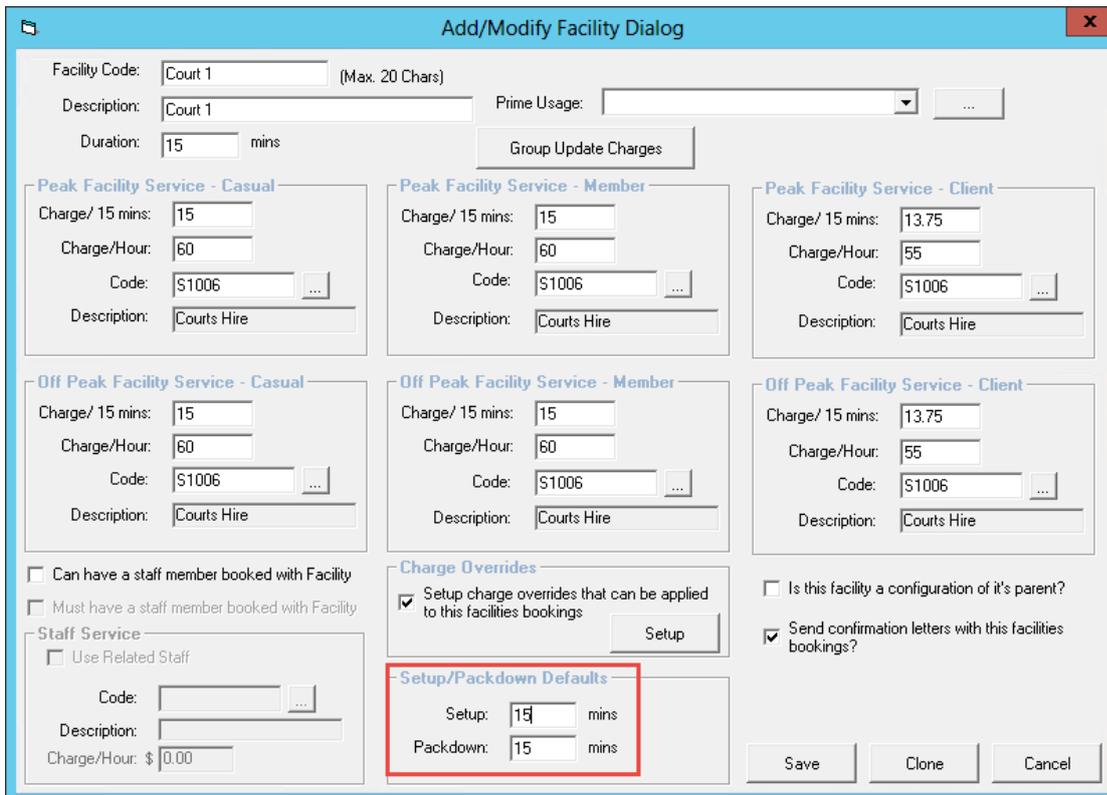
Total owing on this booking line is \$55.00

Setup/Packdown: Before: 15 After: 15 Apply Apply Defaults

Other Booking Charge Details: Add Booking Line, Delete Booking Line, Edit Booking

Peak Period, Off Peak Period, Setup/Packdown

There is a new area in Facility Setup to set default Setup/Pack down durations for each Facility if required. This is set up in Admin> Facility> Setup Facilities.



Add/Modify Facility Dialog

Facility Code: Court 1 (Max. 20 Chars)

Description: Court 1 Prime Usage:

Duration: 15 mins

Group Update Charges

Peak Facility Service - Casual:

- Charge/ 15 mins: 15
- Charge/Hour: 60
- Code: S1006
- Description: Courts Hire

Peak Facility Service - Member:

- Charge/ 15 mins: 15
- Charge/Hour: 60
- Code: S1006
- Description: Courts Hire

Peak Facility Service - Client:

- Charge/ 15 mins: 13.75
- Charge/Hour: 55
- Code: S1006
- Description: Courts Hire

Off Peak Facility Service - Casual:

- Charge/ 15 mins: 15
- Charge/Hour: 60
- Code: S1006
- Description: Courts Hire

Off Peak Facility Service - Member:

- Charge/ 15 mins: 15
- Charge/Hour: 60
- Code: S1006
- Description: Courts Hire

Off Peak Facility Service - Client:

- Charge/ 15 mins: 13.75
- Charge/Hour: 55
- Code: S1006
- Description: Courts Hire

Can have a staff member booked with Facility

Must have a staff member booked with Facility

Staff Service:

- Use Related Staff
- Code:
- Description:
- Charge/Hour: \$ 0.00

Charge Overrides:

- Setup charge overrides that can be applied to this facilities bookings
- Setup

Is this facility a configuration of it's parent?

Send confirmation letters with this facilities bookings?

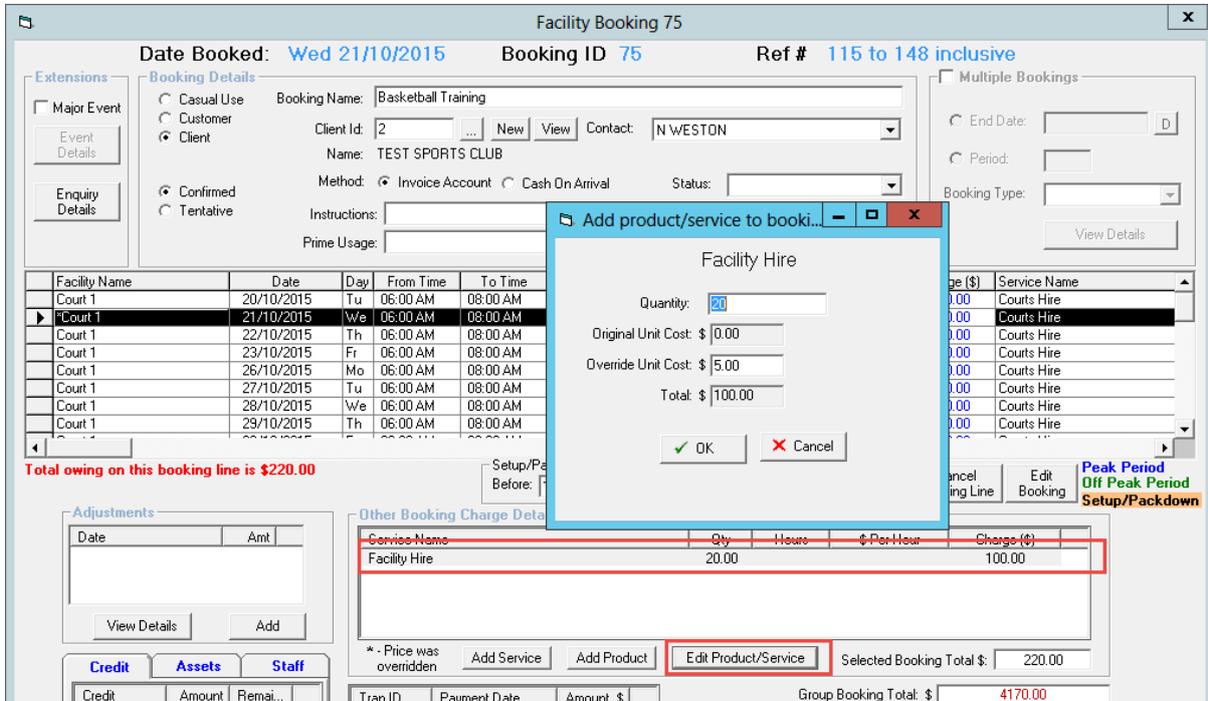
Setup/Packdown Defaults:

- Setup: 15 mins
- Packdown: 15 mins

Save Clone Cancel

Edit Quantity of Products and Services per Booking Line

You can now edit the quantity and cost of Products and Services by booking line. You can use the 'Edit Product/Service' button to update the Quantity and Cost without the need to delete and re add.



Facility Booking 75
 Date Booked: **Wed 21/10/2015** Booking ID **75** Ref # **115 to 148 inclusive**

Booking Details
 Booking Name: Basketball Training
 Client Id: 2 Client: N WESTON
 Name: TEST SPORTS CLUB
 Method: Invoice Account Status:
 Instructions:
 Prime Usage:
 Booking Type:
 End Date:
 Period:
 View Details

Facility Name	Date	Day	From Time	To Time	Charge (\$)	Service Name
Court 1	20/10/2015	Tu	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	21/10/2015	We	06:00 AM	08:00 AM	100.00	Courts Hire
Court 1	22/10/2015	Th	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	23/10/2015	Fr	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	26/10/2015	Mo	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	27/10/2015	Tu	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	28/10/2015	We	06:00 AM	08:00 AM	0.00	Courts Hire
Court 1	29/10/2015	Th	06:00 AM	08:00 AM	0.00	Courts Hire

Total owing on this booking line is \$220.00

Facility Hire Modal:
 Quantity: 20
 Original Unit Cost: \$ 0.00
 Override Unit Cost: \$ 5.00
 Total: \$ 100.00

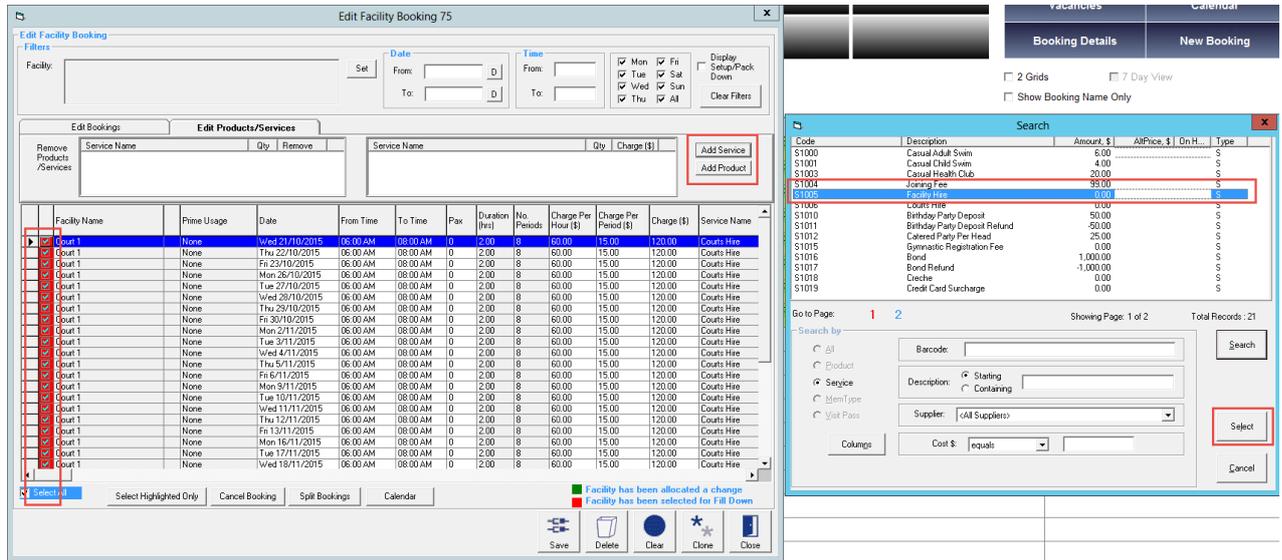
Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
Facility Hire	20.00			100.00

Selected Booking Total \$: 220.00
 Group Booking Total: \$ 4170.00

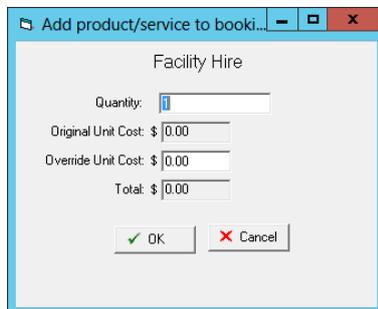
Multi Edit Screen now allocates Products and Services to Bookings in Bulk

By selecting the bookings, you can then use the Edit Products and Services tab to either add or remove the Products/Services.

To bulk add Products or Services, select the booking lines to add them to, select 'Add Service' or 'Add Product', find your Product/Service and 'select'.



Enter the quantity and cost and select OK.



Once you have finished ensure you save to apply the additional Products/Services.

To remove the Products/Services, filter the booking lines as required and go to the Edit Products/Services Tab. Select the Products/Services to remove and select the red cross. Select the 'Save' button to save the removal of the Products/Services.

Edit Facility Booking 75

Filters

Facility: Set

Date: From: To:

Time: From: To:

Mon Fri
 Tue Sat
 Wed Sun
 Thu All

Display Setup/Pack Down Clear Filters

Edit Bookings | **Edit Products/Services**

Remove Products /Services	Service Name	Qty	Remove	Service Name	Qty	Charge (\$)
	Facility Hire	990	No			

Add Service | Add Product

Facility Name	Prime Usage	Date	From Time	To Time	Pax	Duration (hrs)	No. Periods	Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)	Service Name
Court 1	None	Wed 21/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 22/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 23/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 26/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 27/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Wed 28/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 29/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 30/10/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 2/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 3/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Wed 4/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 5/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 6/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 9/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 10/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Wed 11/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Thu 12/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Fri 13/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Mon 16/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Tue 17/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire
Court 1	None	Wed 18/11/2015	06:00 AM	08:00 AM	0	2.00	8	60.00	15.00	120.00	Courts Hire

Select All | Select Highlighted Only | Cancel Booking | Split Bookings | Calendar

■ Facility has been allocated a change
■ Facility has been selected for Fill Down

Save | Delete | Clear | Clone | Close

Booking Letter Changes

When in a Facility booking, the letter button has moved when launching a confirmation letter (or pro forma invoice). Please see the change below.

Facility Booking 75

Date Booked: Tue 20/10/2015 | Booking ID 75 | Ref # 115 to 148 inclusive

Major Event
 Event Details
 Enquiry Details

Casual Use
 Customer
 Client

Booking Name: Basketball Training

Client Id: 2 | Name: TEST SPORTS CLUB | Contact: N WESTON

Method: Invoice Account Cash On Arrival | Status:

Instructions: 0/255 | PO Number:

Prime Usage: Permanent Booking

Multiple Bookings:

End Date: D | Period: | Booking Type:

View Details

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	20/10/2015	Tu	06:00 AM	08:00 AM	<input checked="" type="checkbox"/>	30	2.00	8	13.75	110.00	Courts Hire
Court 1	21/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	22/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	23/10/2015	Fr	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	26/10/2015	Mo	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	27/10/2015	Tu	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	28/10/2015	We	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire
Court 1	29/10/2015	Th	06:00 AM	08:00 AM	<input type="checkbox"/>	0	2.00	8	15.00	120.00	Courts Hire

Total owing on this booking line is \$0.00

Setup/Packdown: Before: After: Apply | Apply Defaults | Add Booking Line | Cancel Booking Line | Edit Booking

Peak Period Off Peak Period Setup/Packdown

Adjustments

Date	Amt

View Details | Add

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)

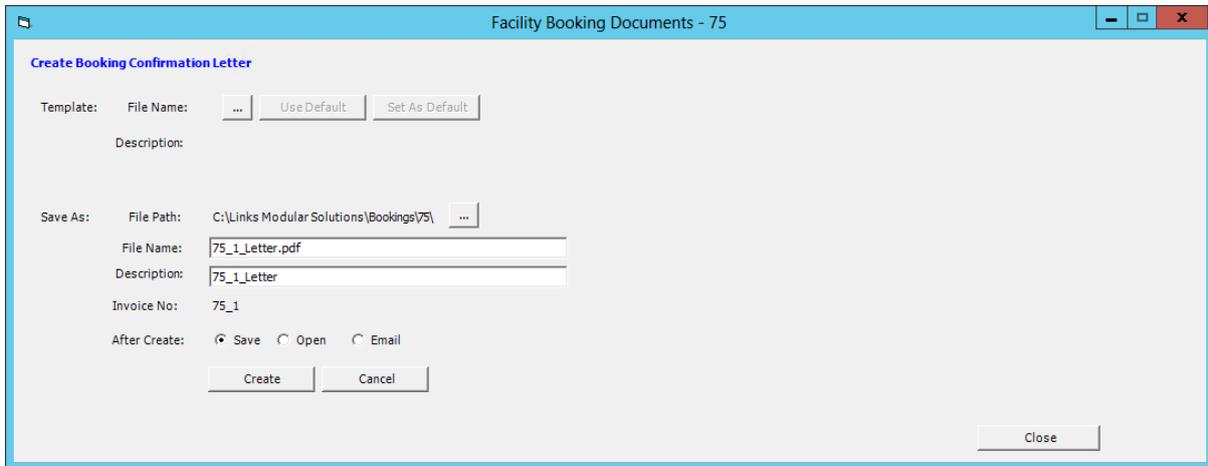
* Price was overridden | Add Service | Add Product | Edit Product/Service | Selected Booking Total \$: 110.00

Tran ID	Payment Date	Amount \$
161	20 Oct 2015	110.00

Group Booking Total \$: 4070.00
Total Paid \$: 110.00
Outstanding \$: 3960.00

Documents | **Letter** | Email | Booking Access | Change Log | Payment Schedule >> | Update and Pay | Apply Changes | Update | Close

After selecting the 'Letter' button and entering the dates to include for the letter the following screen will appear.



Facility Booking Documents - 75

Create Booking Confirmation Letter

Template: File Name: ...

Description:

Save As: File Path: C:\Links Modular Solutions\Bookings\75\

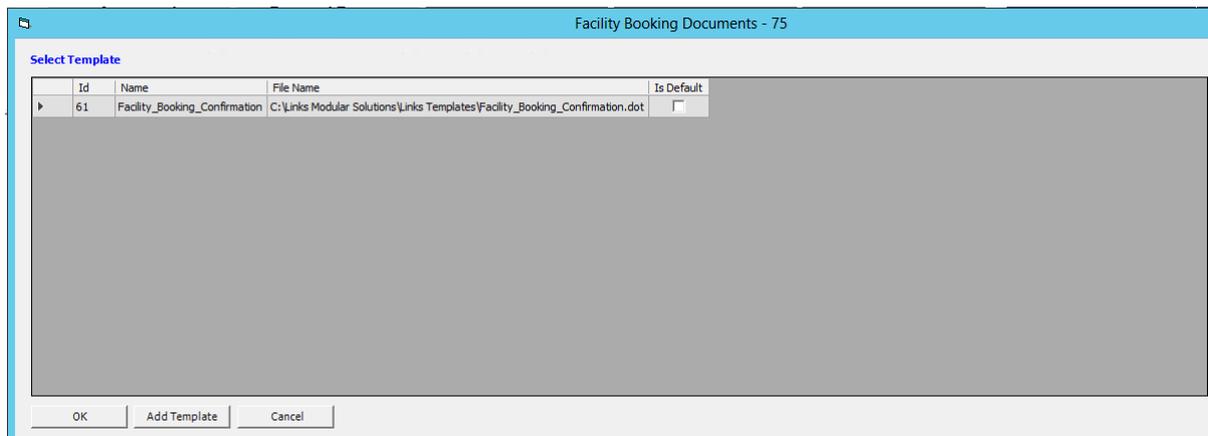
File Name:

Description:

Invoice No: 75_1

After Create: Save Open Email

Select your Template to use by selecting the [...] button then select 'OK'.



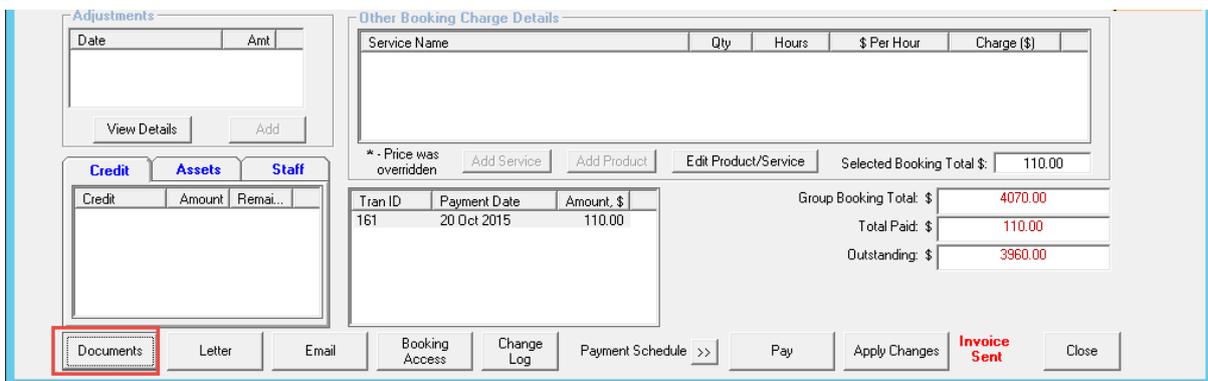
Facility Booking Documents - 75

Select Template

Id	Name	File Name	Is Default
61	Facility_Booking_Confirmation	C:\Links Modular Solutions\Links Templates\Facility_Booking_Confirmation.dot	<input type="checkbox"/>

This confirmation letter can then either be saved to your document folder with the File name above, opened in a word document or emailed. Once selecting your option the 'Create' button will create the confirmation letter in your desired option.

You can select the 'Documents' button to recall all saved documents for the booking. This is how it will appear in the Facility Bookings Documents screen.



Adjustments

Date	Amt

Credit **Assets** **Staff**

Credit	Amount	Remain...

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)

* - Price was overridden Selected Booking Total \$: 110.00

Tran ID	Payment Date	Amount, \$
161	20 Oct 2015	110.00

Group Booking Total: \$ 4070.00
 Total Paid: \$ 110.00
 Outstanding: \$ 3960.00

Facility Booking Documents - 75

Facility Booking Documents

Description	Folder	File Name	Template Folder	Template File Name	Added	Added By	Updated	Updated By	Attach To Email
75_1_Letter	C:\Links Modular Solutions\Bookings\75	75_1_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	20/10/2015 2:11 PM				<input type="checkbox"/>

Save Attachments to External Documents Path
 Link Attachments to Source Path
 Invoice Sent

Once you have saved all the Letters/Documents you require, these can be selected and attached to an email.

Facility Booking Documents - 75

Facility Booking Documents

Description	Folder	File Name	Template Folder	Template File Name	Added	Added By	Updated	Updated By	Attach To Email
75_1_Letter	C:\Links Modular Solutions\Bookings\75	75_1_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	20/10/2015 2:11 PM				<input checked="" type="checkbox"/>

Save Attachments to External Documents Path
 Link Attachments to Source Path
 Invoice Sent

Send Email

Email To:

CC:

BCC:

Attachments:

Subject:

Message:

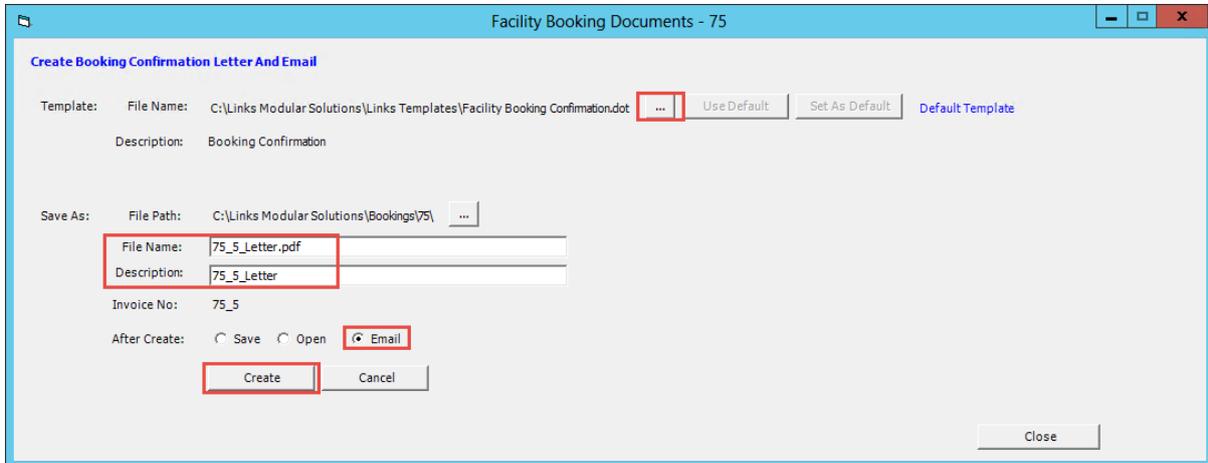
Once sent it will record in the email correspondence screen for that booking/contact.

Email Correspondence Show All For **TEST SPORTS CLUB**

Booking ID	Date/Time	Staff Name	Email Subject	Email To	Email CC	Email BCC
75	20/10/2015 2:28 PM		Booking Confirmation	support@linksmodularsolutions.com		

Email Changes

After selecting the 'Email' button and entering the dates to include for the letter the following screen will appear.



Facility Booking Documents - 75

Create Booking Confirmation Letter And Email

Template: File Name: C:\Links Modular Solutions\Links Templates\Facility Booking Confirmation.dot ... Use Default Set As Default Default Template

Description: Booking Confirmation

Save As: File Path: C:\Links Modular Solutions\Bookings\75 ...

File Name: 75_5_Letter.pdf

Description: 75_5_Letter

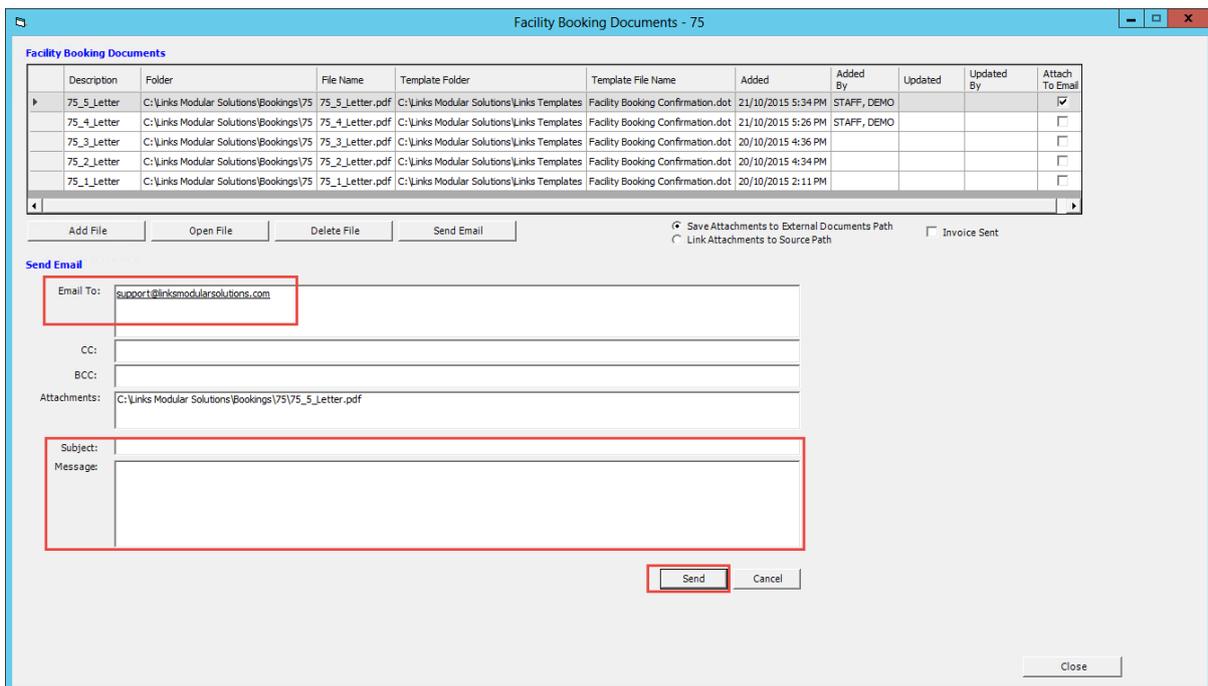
Invoice No: 75_5

After Create: Save Open Email

Create Cancel

Close

Select your template to use from the [...], update your file name as applicable. The 'After Create' will have 'Email' Select the 'Create' button. You will then be taken to the following screen.



Facility Booking Documents - 75

Facility Booking Documents

Description	Folder	File Name	Template Folder	Template File Name	Added	Added By	Updated	Updated By	Attach To Email
75_5_Letter	C:\Links Modular Solutions\Bookings\75	75_5_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	21/10/2015 5:34 PM	STAFF, DEMO			<input checked="" type="checkbox"/>
75_4_Letter	C:\Links Modular Solutions\Bookings\75	75_4_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	21/10/2015 5:26 PM	STAFF, DEMO			<input type="checkbox"/>
75_3_Letter	C:\Links Modular Solutions\Bookings\75	75_3_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	20/10/2015 4:36 PM				<input type="checkbox"/>
75_2_Letter	C:\Links Modular Solutions\Bookings\75	75_2_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	20/10/2015 4:34 PM				<input type="checkbox"/>
75_1_Letter	C:\Links Modular Solutions\Bookings\75	75_1_Letter.pdf	C:\Links Modular Solutions\Links Templates	Facility Booking Confirmation.dot	20/10/2015 2:11 PM				<input type="checkbox"/>

Add File Open File Delete File Send Email

Save Attachments to External Documents Path Invoice Sent
 Link Attachments to Source Path

Send Email

Email To: support@linksmodularsolutions.com

CC:

BCC:

Attachments: C:\Links Modular Solutions\Bookings\75\75_5_Letter.pdf

Subject:

Message:

Send Cancel

Close

Check and change your 'Email to', add any BCC or CC, Enter a 'Subject' and 'Message' then select 'Send'.

The Email will now show in the Email Correspondence of this screen.

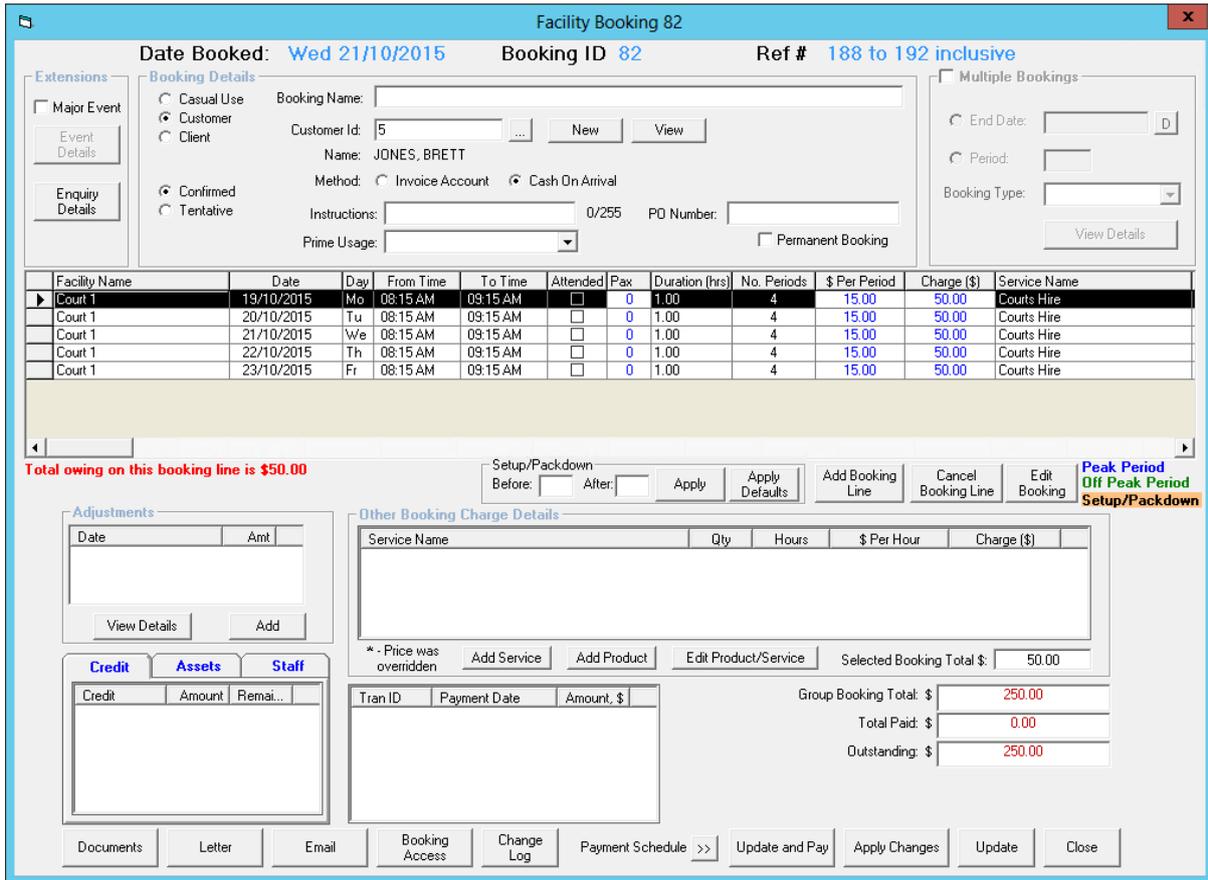
NOTE: Your Email for SMTP needs to be setup please see the Links Wiki if you need assistance in this setup. If you have already setup SMTP or you wish to use the local email on that

computer then you will need to go to Admin> Setup PC> Setup for PC and select 'Can Email'.

Facility Booking Part Payment is Identified on the Payment Screen

The Facility payment screen is able to identify when the existing transactions are present and can reduce the outstanding fee accordingly.

Example. The booking below owes \$50 per line.



Facility Booking 82
 Date Booked: **Wed 21/10/2015** Booking ID **82** Ref # **188 to 192 inclusive**

Booking Details
 Booking Name: []
 Customer Id: **5** [New] [View]
 Name: **JONES, BRETT**
 Method: Invoice Account Cash On Arrival
 Instructions: [] 0/255 PD Number: []
 Prime Usage: [] Permanent Booking

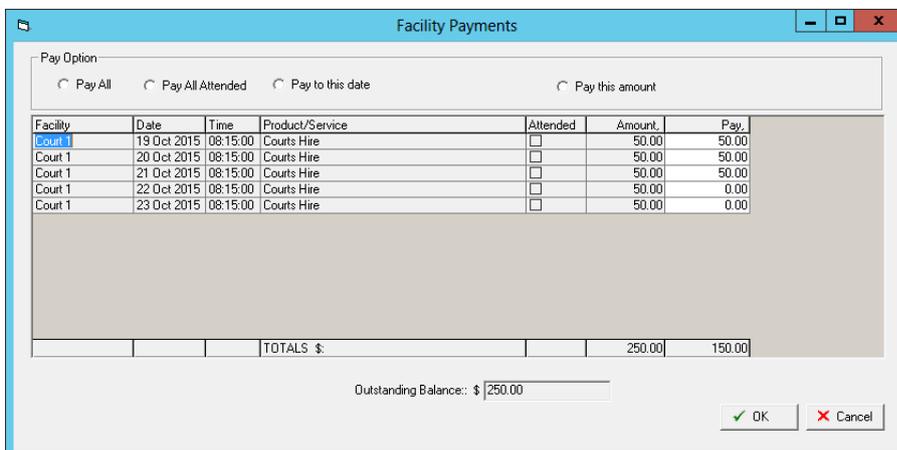
Table of Charges:

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	19/10/2015	Mo	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	20/10/2015	Tu	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	21/10/2015	We	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	22/10/2015	Th	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	23/10/2015	Fr	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire

Total owing on this booking line is \$50.00

Group Booking Total: \$ **250.00**
 Total Paid: \$ **0.00**
 Outstanding: \$ **250.00**

When we select 'Update and Pay' the Payment Screen shows \$150.00 outstanding and defaults to \$50.00 for the past three dates.



Facility Payments

Pay Option:
 Pay All Pay All Attended Pay to this date Pay this amount

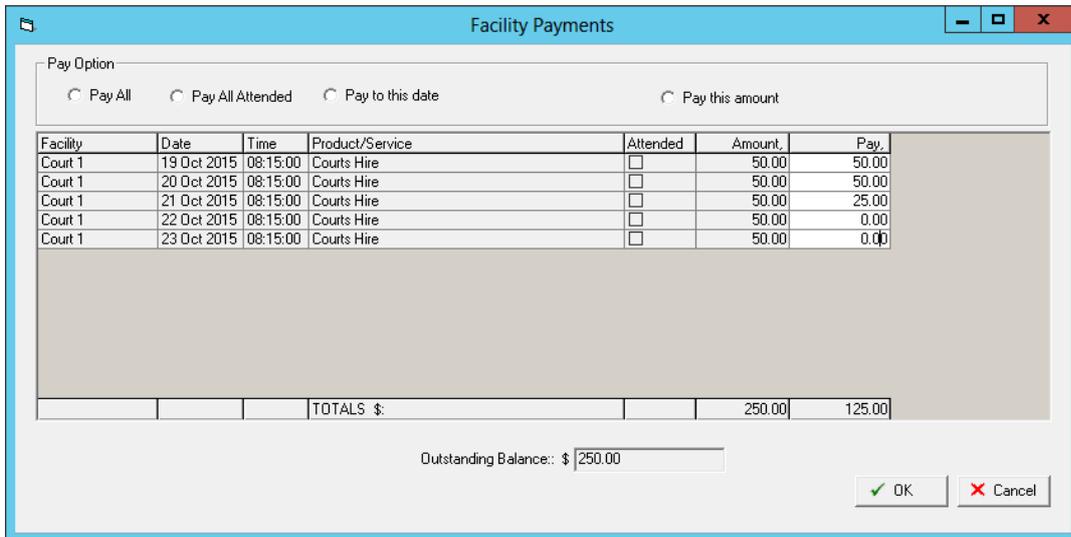
Table of Payments:

Facility	Date	Time	Product/Service	Attended	Amount	Pay.
Court 1	19 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	50.00
Court 1	20 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	50.00
Court 1	21 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	50.00
Court 1	22 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
Court 1	23 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
TOTALS \$					250.00	150.00

Outstanding Balance: \$ **250.00**

[OK] [Cancel]

If you Pay \$50.00 for the first two lines and \$25.00 for the third line today.



Facility Payments

Pay Option

Pay All
 Pay All Attended
 Pay to this date
 Pay this amount

Facility	Date	Time	Product/Service	Attended	Amount	Pay
Court 1	19 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	50.00
Court 1	20 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	50.00
Court 1	21 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	25.00
Court 1	22 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
Court 1	23 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
TOTALS \$:					250.00	125.00

Outstanding Balance: \$ 250.00

OK Cancel

Next time you go to do a Facility Payment the booking line only charges \$25.00 for the third line now as it recognises the initial \$25 paid.



Facility Payments

Pay Option

Pay All
 Pay All Attended
 Pay to this date
 Pay this amount

Facility	Date	Time	Product/Service	Attended	Amount	Pay
Court 1	21 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	25.00	25.00
Court 1	22 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
Court 1	23 Oct 2015	08:15:00	Courts Hire	<input type="checkbox"/>	50.00	0.00
TOTALS \$:					125.00	25.00

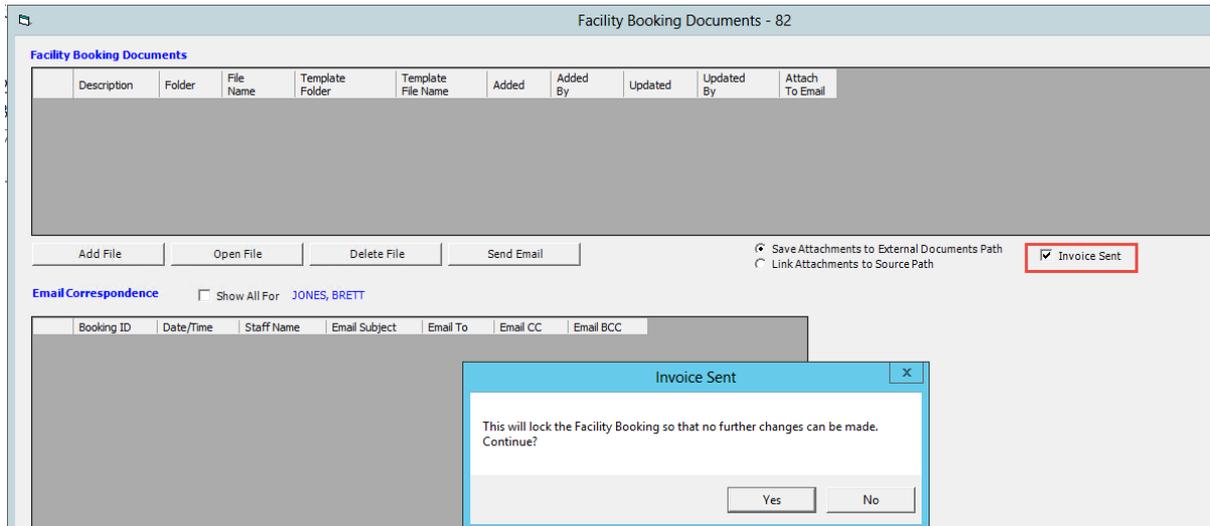
Outstanding Balance: \$ 125.00

OK Cancel

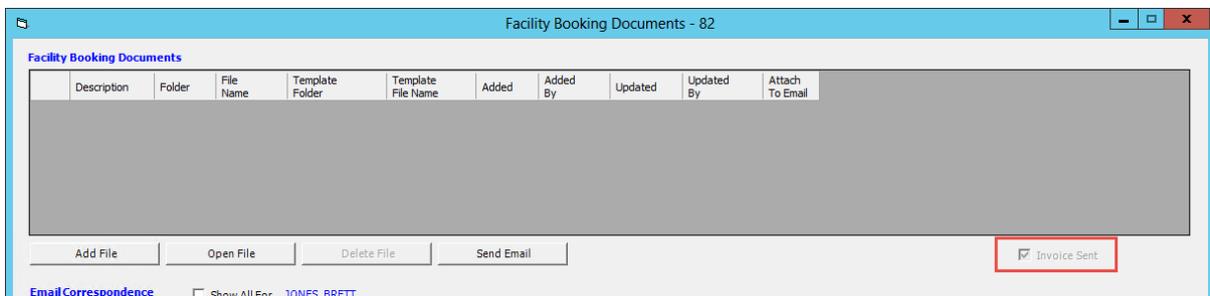
Ability to close off bookings from Financial Changes

You now have an option to select a box, to ensure no changes to any financials on a booking can be changed.

From the Documents screen you have an 'Invoice Sent' Tick box when the user clicks this a warning is displayed to indicate that the Facility Booking is not able to be changed.



Documents screen showing the Invoice Sent flag is ON. User does have permission to reverse this flag. (Administrator or specified security group has permissions to clear this flag).



When the Invoice Sent flag is ON, the Facility Booking screen editable functions are disabled and "Invoice Sent" is displayed next to the Close button. User is still able to Pay an amount against this booking using the Pay button.

Facility Booking 82

Date Booked: **Wed 21/10/2015** Booking ID **82** Ref # **188 to 192 inclusive**

Booking Name: [] Customer Id: 5 Name: **JONES, BRETT** Method: Invoice Account Cash On Arrival

Facility Name	Date	Day	From Time	To Time	Attended	Pax	Duration (hrs)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Court 1	19/10/2015	Mo	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	20/10/2015	Tu	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	21/10/2015	We	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	22/10/2015	Th	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire
Court 1	23/10/2015	Fr	08:15 AM	09:15 AM	<input type="checkbox"/>	0	1.00	4	15.00	50.00	Courts Hire

Total owing on this booking line is \$0.00

Group Booking Total: \$ 250.00
Total Paid: \$ 150.00
Outstanding: \$ 100.00

Buttons: Pay, Invoice Sent, Close

When the Invoice Sent flag is ON, the editable functions are disabled on the Transaction Maintenance screen.

Facility Booking 82

Date Booked: **Wed 21/10/2015** Booking ID **82** Ref # **188 to 192 inclusive**

Booking Name: [] Customer Id: 5 Name: **JONES, BRETT** Method: Invoice Account Cash On Arrival

Facility Name	Date	Day	From Time	To Time	Attended	Pax
Court 1	19/10/2015	Mo	08:15 AM	09:15 AM	<input type="checkbox"/>	0
Court 1	20/10/2015	Tu	08:15 AM	09:15 AM	<input type="checkbox"/>	0
Court 1	21/10/2015	We	08:15 AM	09:15 AM	<input type="checkbox"/>	0
Court 1	22/10/2015	Th	08:15 AM	09:15 AM	<input type="checkbox"/>	0
Court 1	23/10/2015	Fr	08:15 AM	09:15 AM	<input type="checkbox"/>	0

Total owing on this booking line is \$0.00

Transaction Maintenance window:

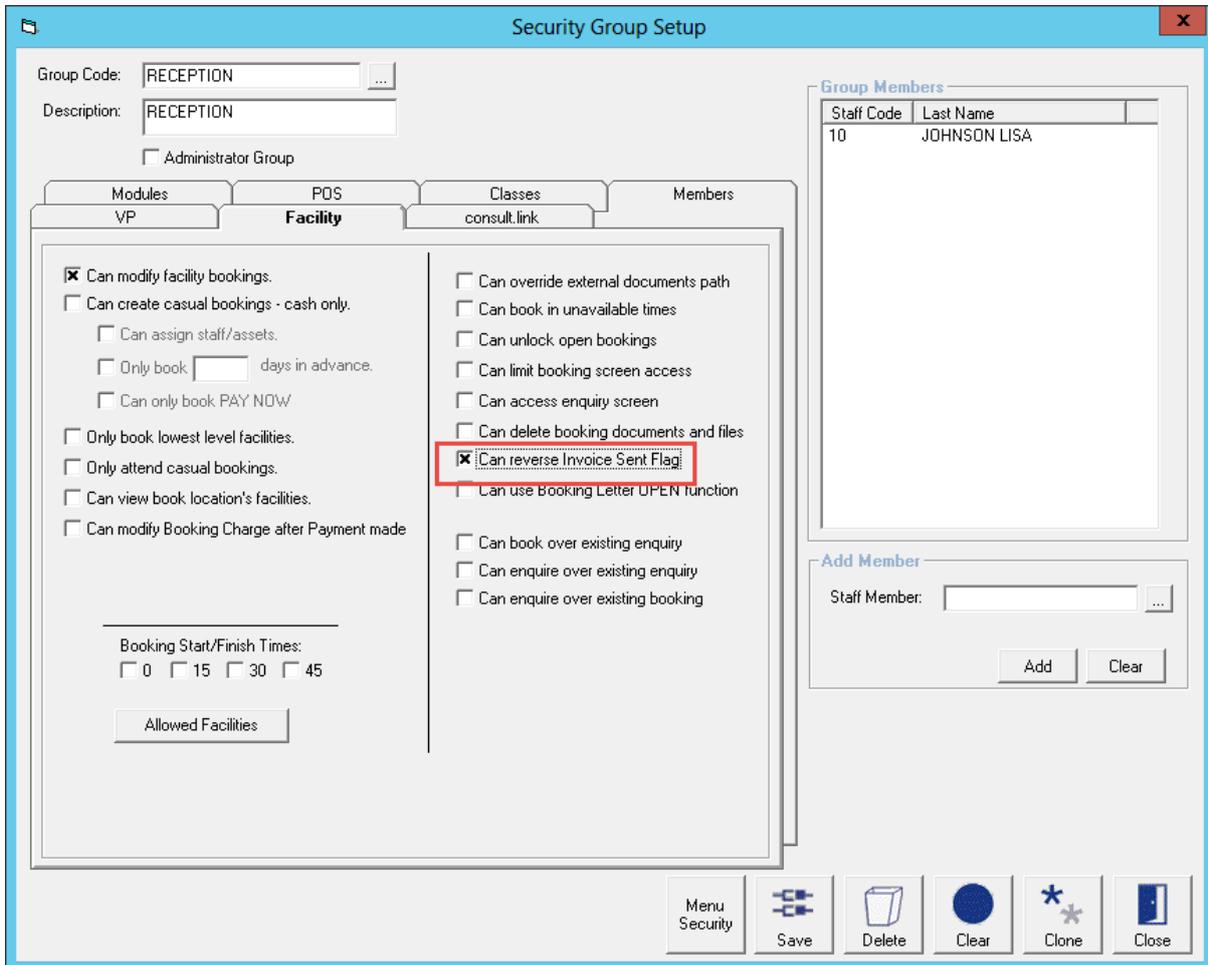
Transaction ID: 169
Date: 21 OCT 2015
Number: 7
Time: 5:49 PM

Product	Description	Unit Price, \$	Qty	Total, \$
S1006	Courts Hire	12.50	4	50.00
S1006	Courts Hire	12.50	4	50.00
S1006	Courts Hire	6.25	4	25.00

Buttons: Void, Pay Method, Return/Refund, Print Receipt, Email Receipt

Customer: JONES, BRETT

To allow the 'Invoice Sent' option to be unselected the following needs to be ticked in Security Groups. 'Can reverse Invoice Sent Flag'.

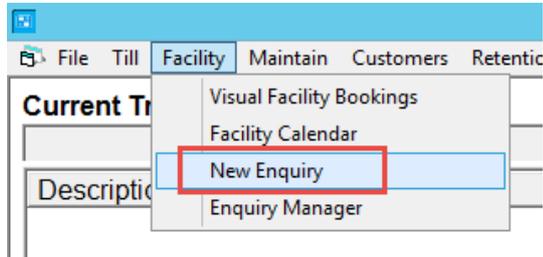


The screenshot shows the 'Security Group Setup' window. The 'Group Code' is 'RECEPTION' and the 'Description' is 'RECEPTION'. The 'Administrator Group' checkbox is unchecked. The 'Facility' tab is selected, showing various permissions. The 'Can reverse Invoice Sent Flag' option is checked and highlighted with a red box. Other options include 'Can modify facility bookings', 'Can create casual bookings - cash only', 'Can assign staff/assets', 'Only book [] days in advance', 'Can only book PAY NOW', 'Only book lowest level facilities', 'Only attend casual bookings', 'Can view book location's facilities', 'Can modify Booking Charge after Payment made', 'Can override external documents path', 'Can book in unavailable times', 'Can unlock open bookings', 'Can limit booking screen access', 'Can access enquiry screen', 'Can delete booking documents and files', 'Can use Booking Letter OPEN function', 'Can book over existing enquiry', 'Can enquire over existing enquiry', and 'Can enquire over existing booking'. The 'Group Members' table shows one member: Staff Code 10, Last Name JOHNSON LISA. The 'Add Member' section has a 'Staff Member' input field and 'Add' and 'Clear' buttons. The bottom of the window has buttons for 'Menu Security', 'Save', 'Delete', 'Clear', 'Clone', and 'Close'.

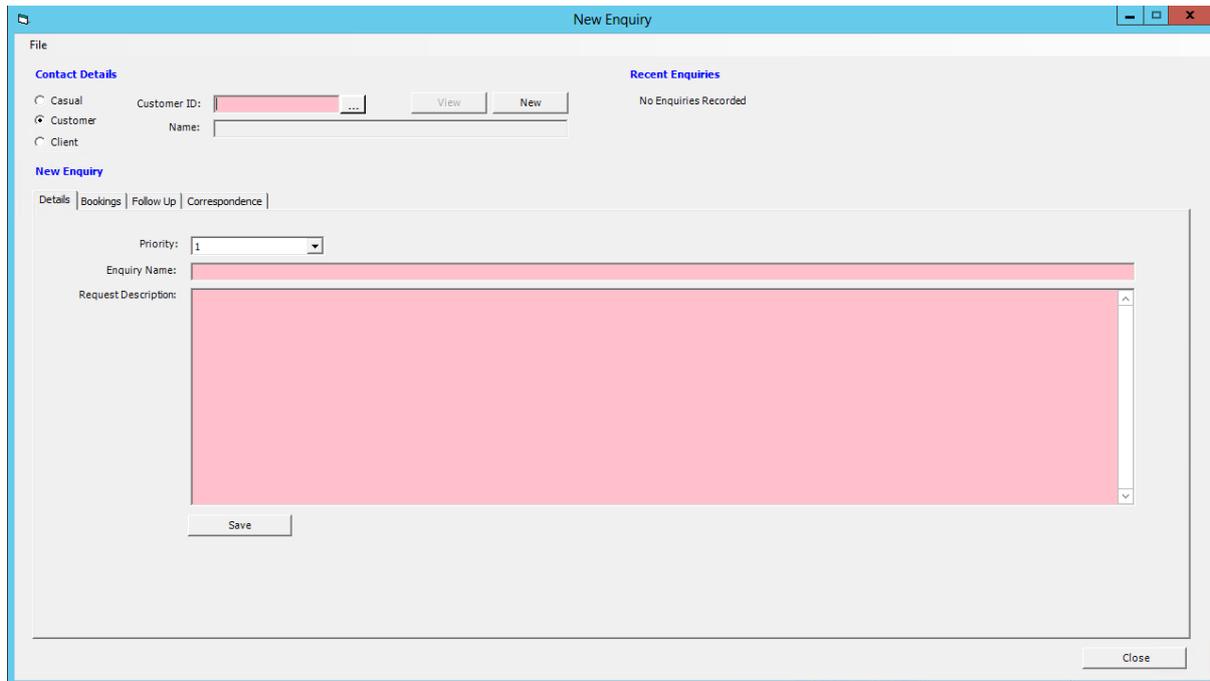
Facility Enquiries

Links now has the ability to allow you take enquiries for facility hire and keep track of enquires made by customers with tentatively outlining the space has expressed interest.

A menu item has been created in POS to add a new enquiry POS> Facility> New Enquiry.



When the New Enquiry screen is open you can enter new enquiries without making a booking and review previously entered enquiries. Enter in the required information and save, from the bookings tab you can select the facility and times wanting from the Vacancies button.



The screenshot shows the 'New Enquiry' form interface. It includes a 'File' menu, 'Contact Details' section with radio buttons for 'Casual', 'Customer' (selected), and 'Client', and input fields for 'Customer ID' and 'Name'. There are 'View' and 'New' buttons. A 'Recent Enquiries' section shows 'No Enquiries Recorded'. The 'New Enquiry' section has tabs for 'Details', 'Bookings', 'Follow Up', and 'Correspondence'. The 'Details' tab is active, showing a 'Priority' dropdown set to '1', an 'Enquiry Name' input field, and a large 'Request Description' text area. A 'Save' button is at the bottom, and a 'Close' button is in the bottom right corner.

You can also create a new enquiry through the Booking Scheduler, Find the space and times you wish to enquire on and select like a normal booking but instead select the booking option of New Enquiry/Create Enquiry.

Visual Facility Bookings - 50M Pool									
Meeting Rooms				Court 1			05:00-14:00	14:00-22:00	
Court 2							All Day	All Times	
Assesment	Personal Trainer						Vacancies	Calendar	Color Key
							Booking Details	New Booking	New Enquiry

50M Pool

2 Grids 7 Day View
 Show Booking Name Only

Times	50M Pool	50M Lane 1	50M Lane 2	50M Lane 3	50M Lane 4	50M Lane 5	50M Lane 6	50M Lane 7	50M Lane 8
09:30 AM									
09:45 AM									
10:00 AM									
10:15 AM									
10:30 AM									
10:45 AM									

Quick booking

Create booking

Create booking w/ staff member

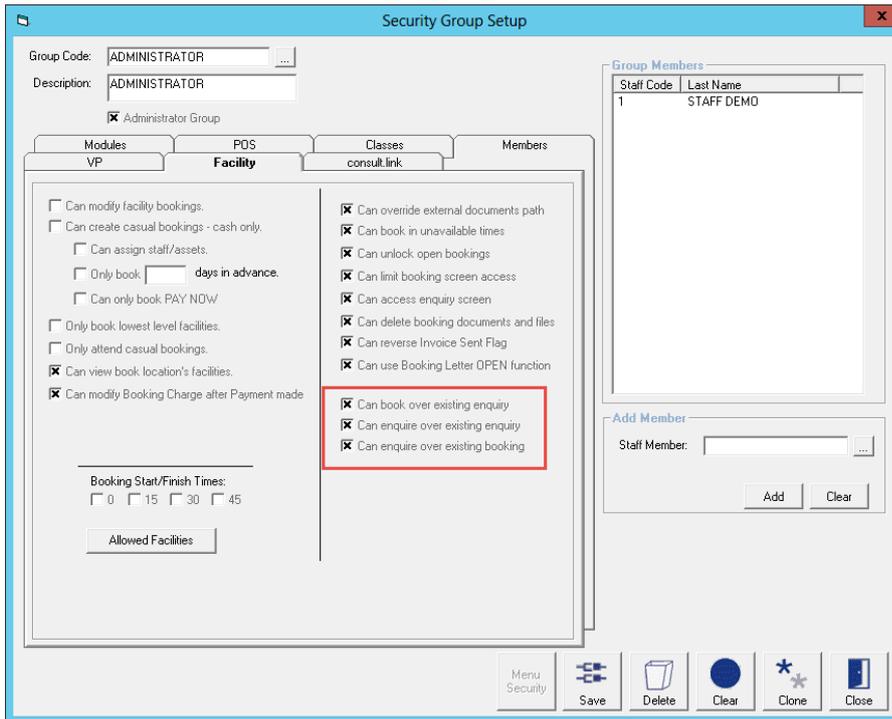
Create enquiry

When an Enquiry has been made this will not block the lines out as if a booking has been made. It indicates an expression of interest for that Client or Customer. These will show as purple in the Visual Facility Bookings screen.

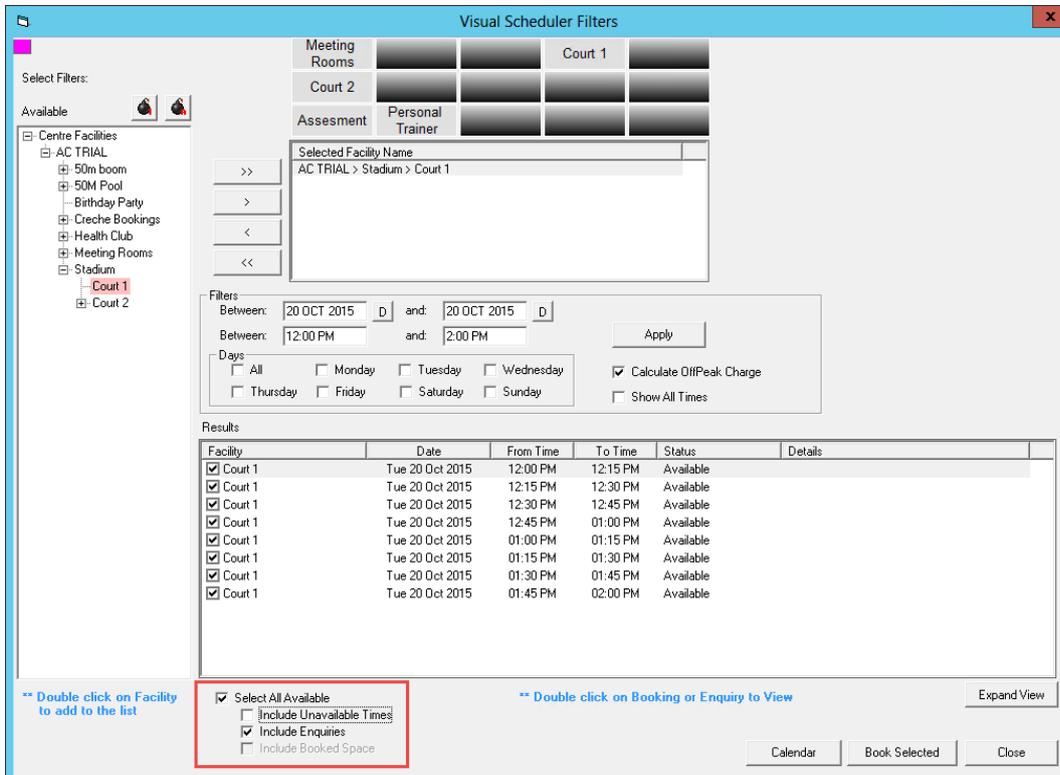
Centre Facilities					
<ul style="list-style-type: none"> AC TRIAL 50m boom 50M Pool Birthday Party Creche Bookings Health Club Meeting Rooms Stadium <ul style="list-style-type: none"> Court 1 Court 2 	Times	AC TRIAL	50m boom	50M Pool	Birthday Party
	09:00 AM				
	09:15 AM				
	09:30 AM				
	09:45 AM				
	10:00 AM	Part Of Enquiry		[Enquiry]	
	10:15 AM	Part Of Enquiry		[Enquiry]	
	10:30 AM	Part Of Enquiry		[Enquiry]	
	10:45 AM	Part Of Enquiry		[Enquiry]	
	11:00 AM	Part Of Enquiry		[Enquiry]	
	11:15 AM	Part Of Enquiry		[Enquiry]	
	11:30 AM	Unavailable Time		[Enquiry]	
	11:45 AM	Unavailable Time		[Enquiry]	
	12:00 PM	Unavailable Time		[Enquiry]	
	12:15 PM	Unavailable Time		[Enquiry]	
	12:30 PM	Unavailable Time			

The below security parameter's dictate which booking and/or enquiry clashes the user is allowed to override.

These are set up through Admin> Security> Security Groups> Facility Tab.

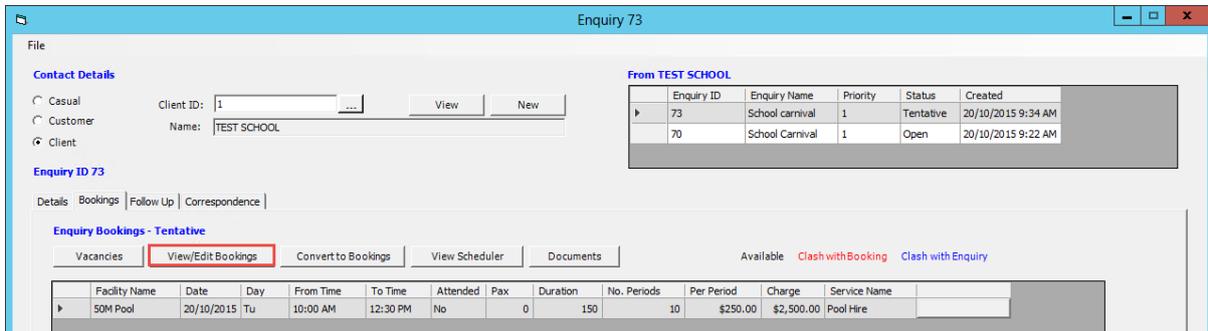


When making a booking from the New Enquiry screen the options of 'Include Enquiries' and 'Include Booking Space' will be available to add facility booking lines where an existing booking and/or enquiry exists. These options are based on the user privileges as above.

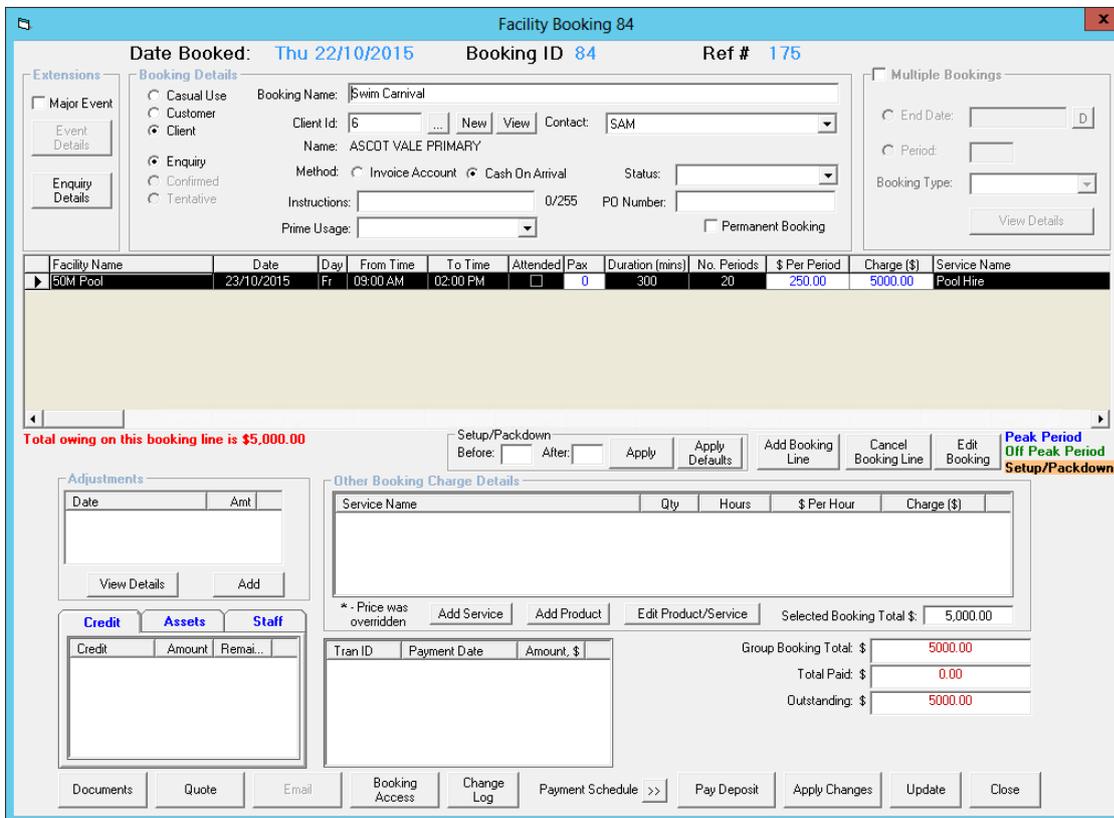


Once you have made your Enquiry the booking lines can be edited by clicking on the 'View/Edit Bookings' from the Booking Tab. This will then open the 'Facility Booking – Modify' screen where prices and additional Products/Services can be edited.

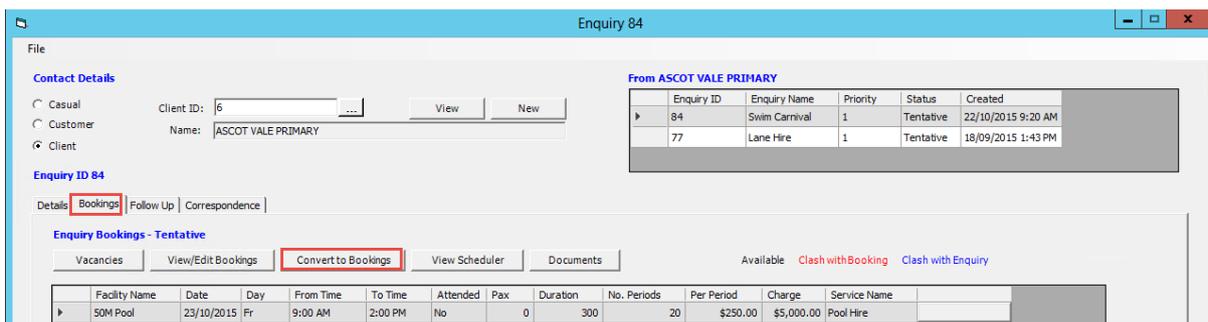
Booking lines will also highlight blue if the new enquiry clashes with an existing enquiry and red if the new enquiry clashes with an existing booking.



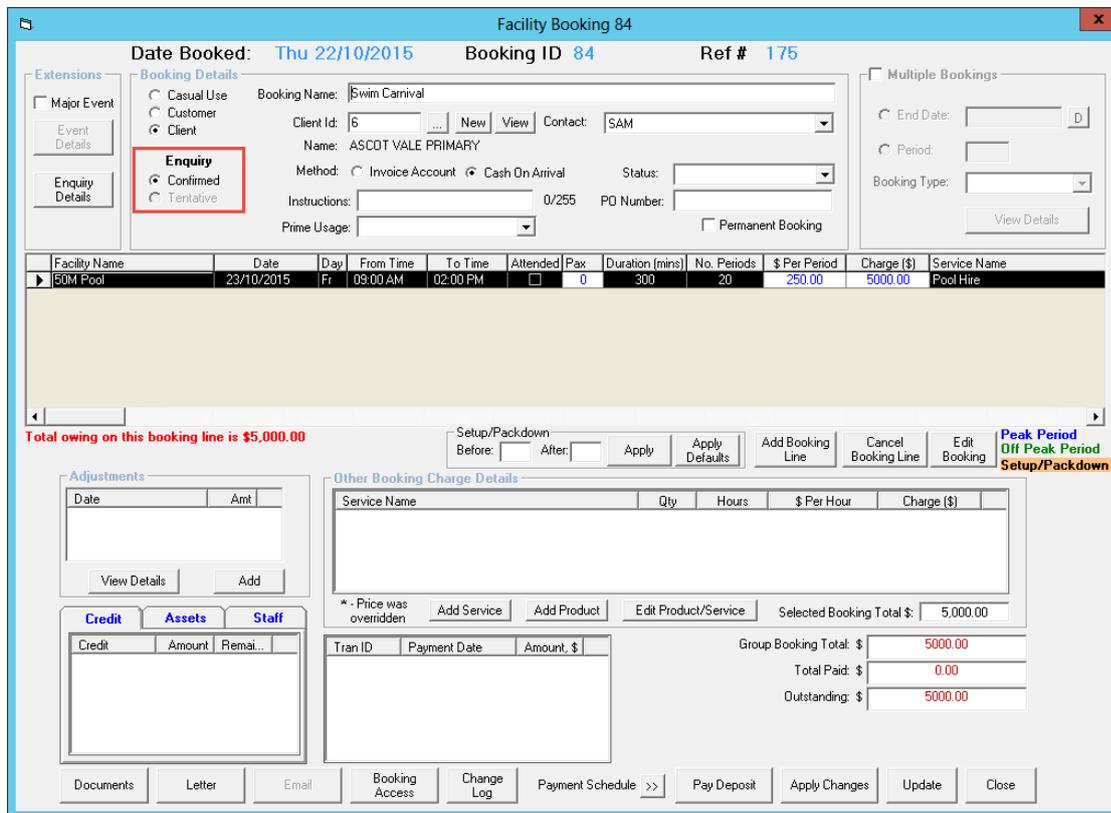
The View/Edit screen allows users to modify all aspects of the enquiry booking lines (e.g days, times, charges and additional Products/Services).



The enquiry can be converted to a booking by clicking the 'Convert to Bookings' button.

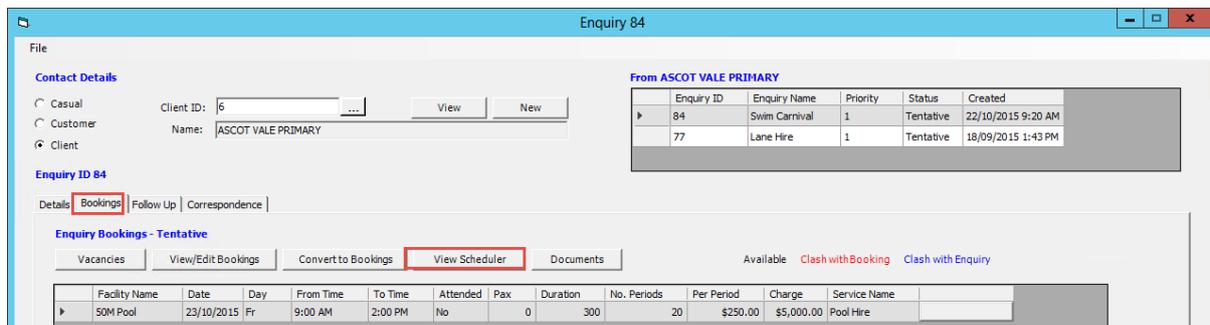


This will launch the booking edit screen displayed below where the status will update to 'Confirmed' but indicate it came from an enquiry.



The screenshot shows the 'Facility Booking 84' edit screen. At the top, it displays 'Date Booked: Thu 22/10/2015', 'Booking ID 84', and 'Ref # 175'. The 'Booking Details' section includes 'Booking Name: Swim Carnival', 'Client ID: 6', 'Name: ASCOT VALE PRIMARY', and 'Status: Enquiry' (highlighted with a red box). Below this is a table with columns: Facility Name, Date, Day, From Time, To Time, Attended, Pax, Duration (mins), No. Periods, \$ Per Period, Charge (\$), and Service Name. The table contains one row: 50M Pool, 23/10/2015, Fr, 09:00 AM, 02:00 PM, [checkbox], 0, 300, 20, 250.00, 5000.00, Pool Hire. A red text message states 'Total owing on this booking line is \$5,000.00'. The bottom of the screen features various buttons like 'View Scheduler', 'Update', and 'Close'.

The Enquiry can be viewed visually by clicking the 'View Scheduler' button.

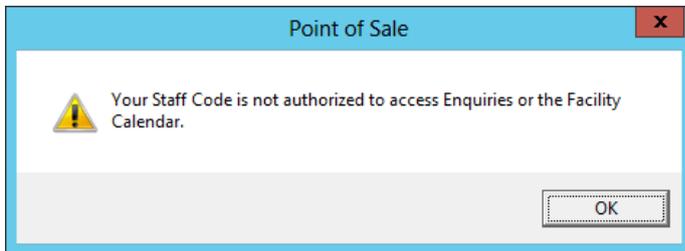


The screenshot shows the 'Enquiry 84' view screen. It includes 'Contact Details' with 'Client ID: 6' and 'Name: ASCOT VALE PRIMARY'. A table titled 'From ASCOT VALE PRIMARY' lists enquiries: Enquiry ID 84 (Swim Carnival, Priority 1, Status Tentative, Created 22/10/2015 9:20 AM) and Enquiry ID 77 (Lane Hire, Priority 1, Status Tentative, Created 18/09/2015 1:43 PM). Below this is a section for 'Enquiry ID 84' with 'Enquiry Bookings - Tentative' and a 'View Scheduler' button highlighted with a red box. At the bottom, a table shows booking details for '50M Pool' on '23/10/2015' from '9:00 AM' to '2:00 PM' with 'No' attendance and '0' pax.

You can also restrict staff from accessing the enquiry screen this can be turned on from Admin> Security> Security Groups> Facility Tab.

Modules	POS	Classes	Members
VP	Facility	consult.link	
<input checked="" type="checkbox"/> Can modify facility bookings. <input type="checkbox"/> Can create casual bookings - cash only. <input type="checkbox"/> Can assign staff/assets. <input type="checkbox"/> Only book <input type="text"/> days in advance. <input type="checkbox"/> Can only book PAY NOW <input type="checkbox"/> Only book lowest level facilities. <input type="checkbox"/> Only attend casual bookings. <input checked="" type="checkbox"/> Can view book location's facilities. <input type="checkbox"/> Can modify Booking Charge after Payment made		<input type="checkbox"/> Can override external documents path <input checked="" type="checkbox"/> Can book in unavailable times <input type="checkbox"/> Can unlock open bookings <input checked="" type="checkbox"/> Can limit booking screen access <input checked="" type="checkbox"/> Can access enquiry screen <input type="checkbox"/> Can delete booking documents and files <input type="checkbox"/> Can reverse Invoice Sent Flag <input type="checkbox"/> Can use Booking Letter OPEN function <input checked="" type="checkbox"/> Can book over existing enquiry <input checked="" type="checkbox"/> Can enquire over existing enquiry <input checked="" type="checkbox"/> Can enquire over existing booking	

When staff do not have access they will see the following message when they try to access the enquiry screen.

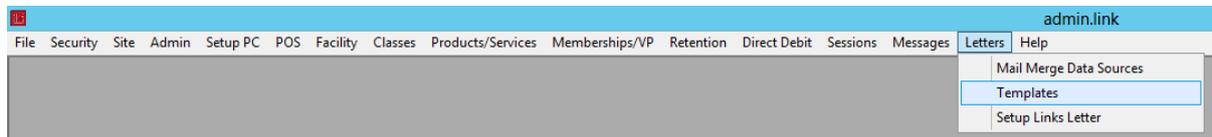


Facility Quotes

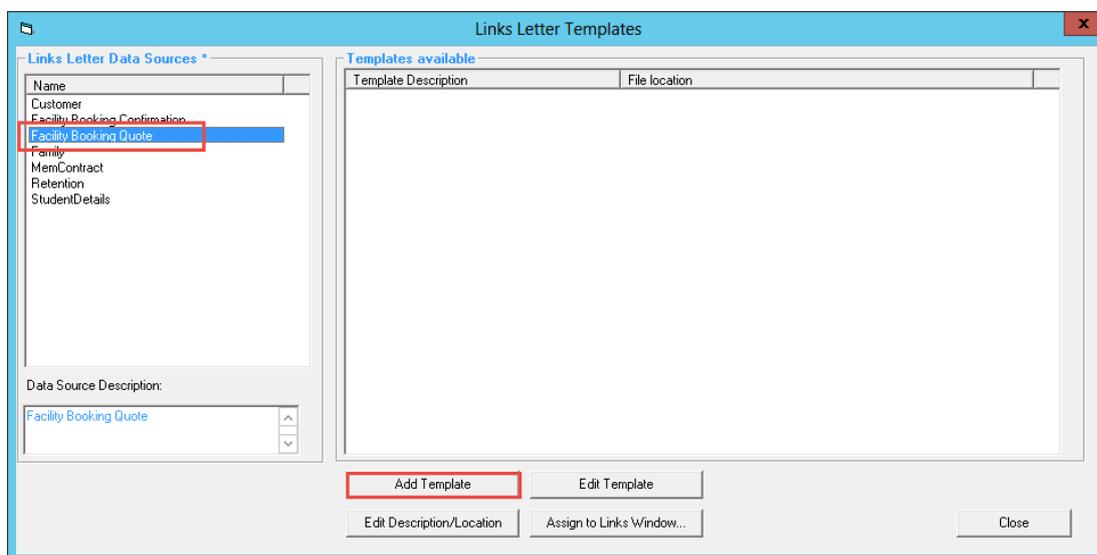
You can now create a quote for a Facility Booking.

To create a new quote template

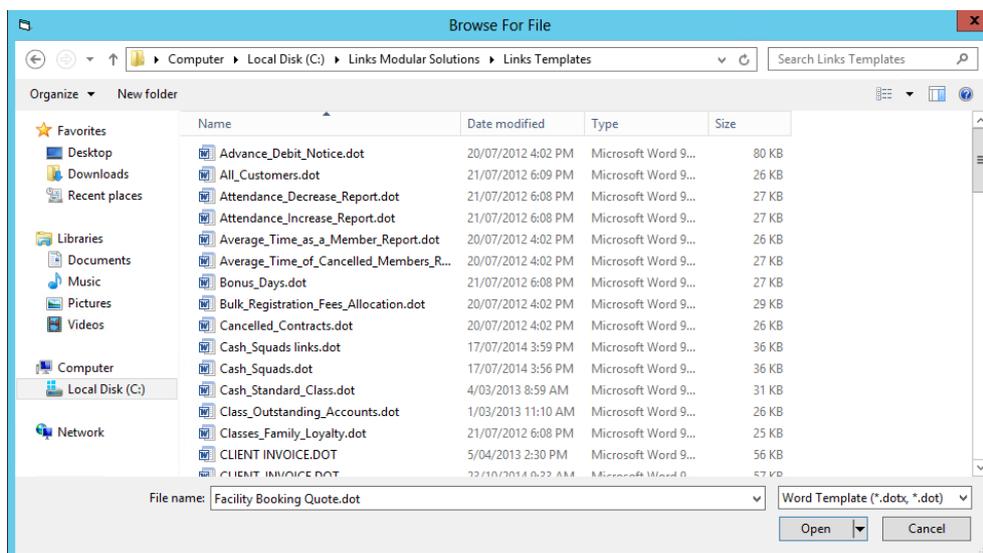
Go to Admin> Letter> Templates.



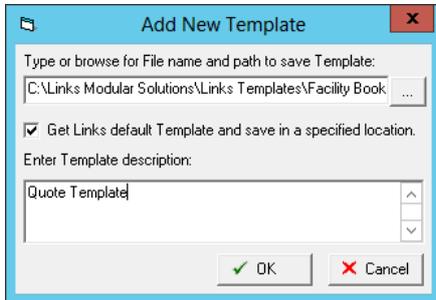
Select Facility Booking Quote and Click 'Add Template'.



Select [...] and then select the location to save the template. This should be the same location as your other Links Templates, ideally on a shared drive. Give the File a name this must be saved as a '.dot' file format.



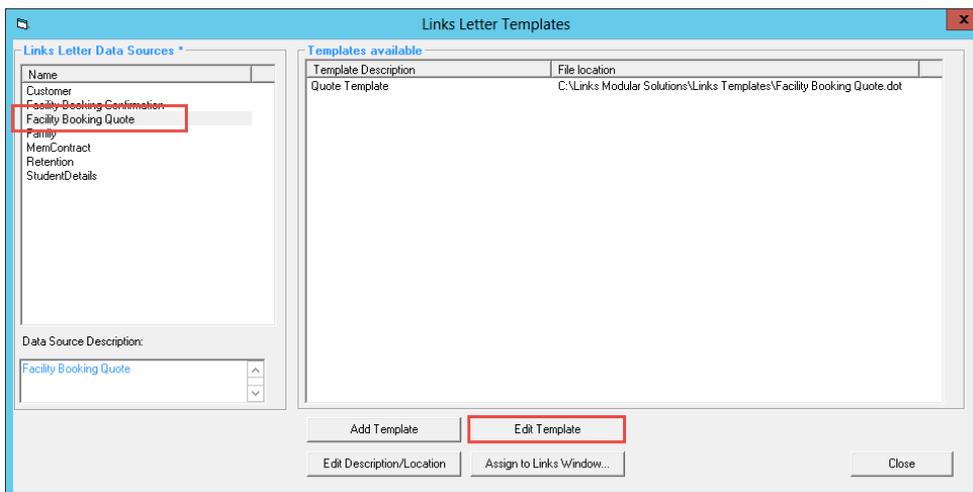
Select 'Get Links default Template and save in a specified location'. Enter the 'description' of the template this can be 'Quote Template' or another description in the 'Enter Template description' field.



Select 'ok' and the 'Quote Template' will appear.

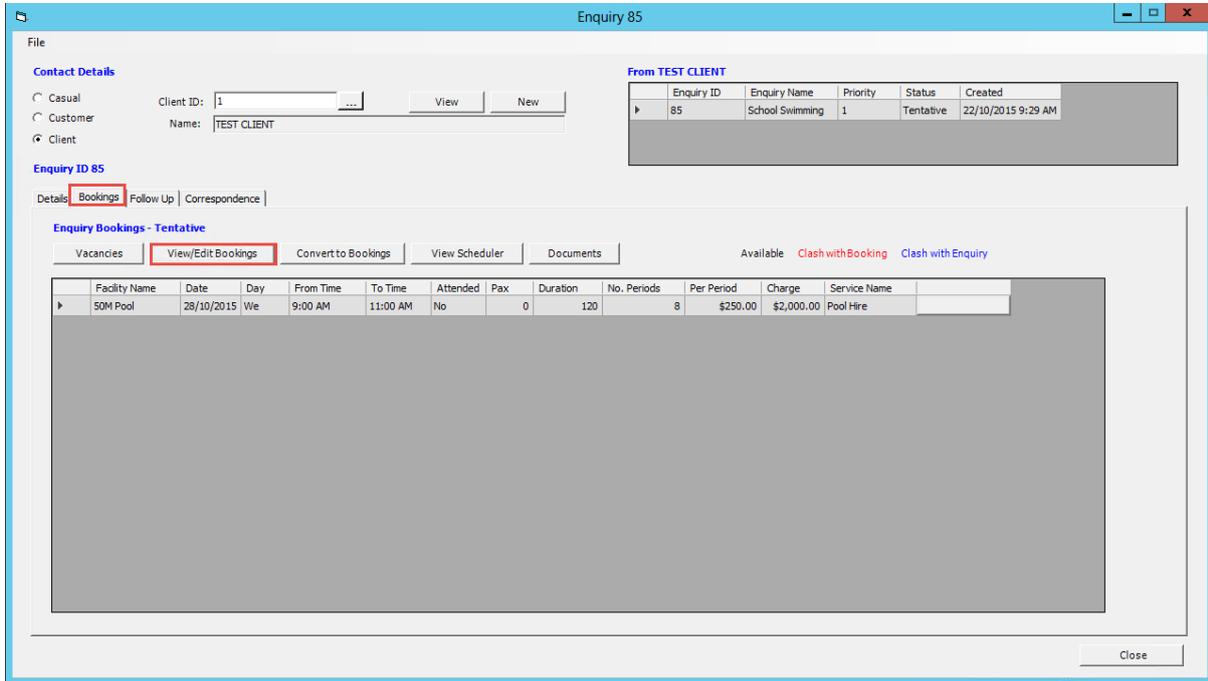
To edit an existing quote template

Go to Admin> Letter> Templates and Select 'Facility Booking Quote' and Click 'Edit Template' and the Document will open in Microsoft Word. Make the required changes and save as normal.

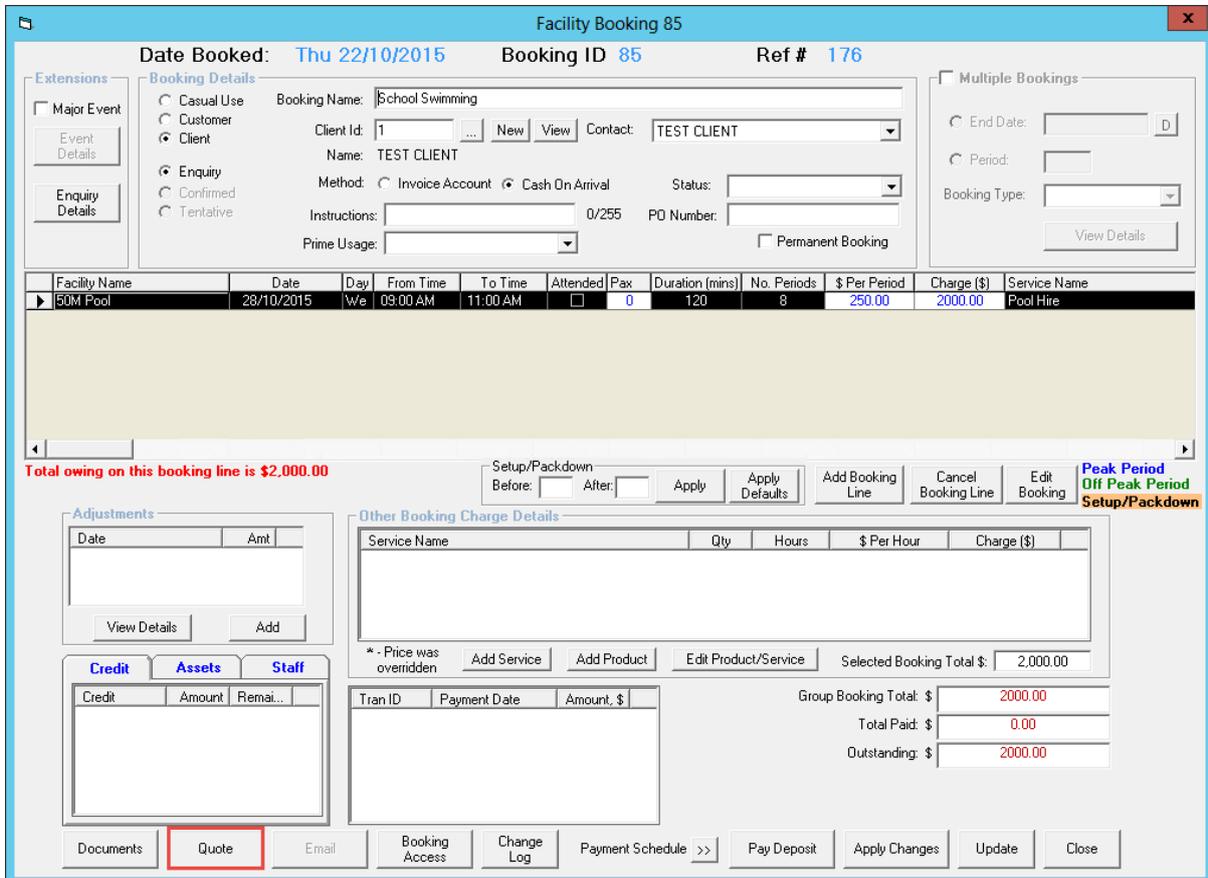


To create a quote

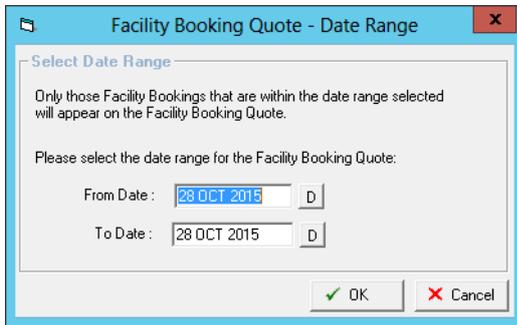
Click the 'View/Edit Bookings' button from the enquiries windows.



Select the 'Quote' button in the bottom left of the screen



Enter the dates you wish to quote for (default is the date of the first and last booking lines chronologically). You will then be taken through to the quote creation screen.



Facility Booking Quote - Date Range

Select Date Range

Only those Facility Bookings that are within the date range selected will appear on the Facility Booking Quote.

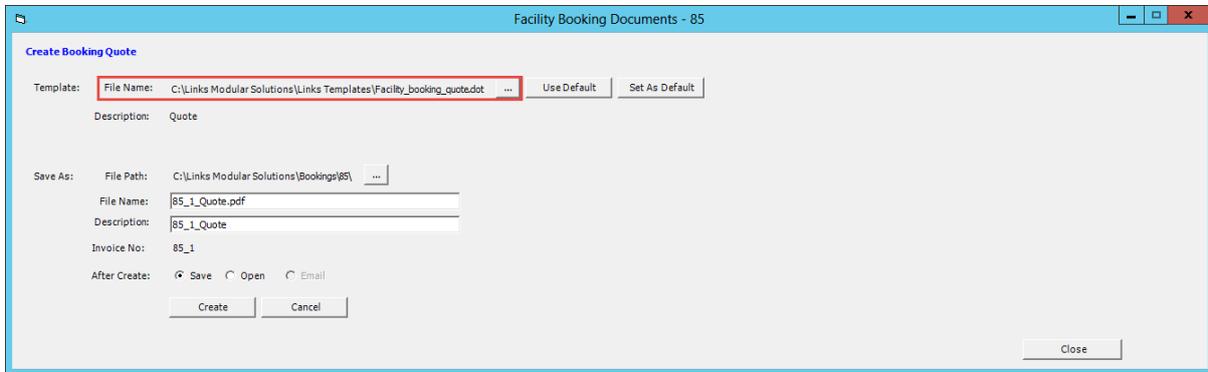
Please select the date range for the Facility Booking Quote:

From Date : 28 OCT 2015 [D]

To Date : 28 OCT 2015 [D]

OK Cancel

Click on the [...] and Select the relevant quote template, click 'OK'.



Facility Booking Documents - 85

Create Booking Quote

Template: File Name: C:\Links Modular Solutions\Links Templates\Facility_booking_quote.dot ... Use Default Set As Default

Description: Quote

Save As: File Path: C:\Links Modular Solutions\Bookings\85 ...

File Name: 85_1_Quote.pdf

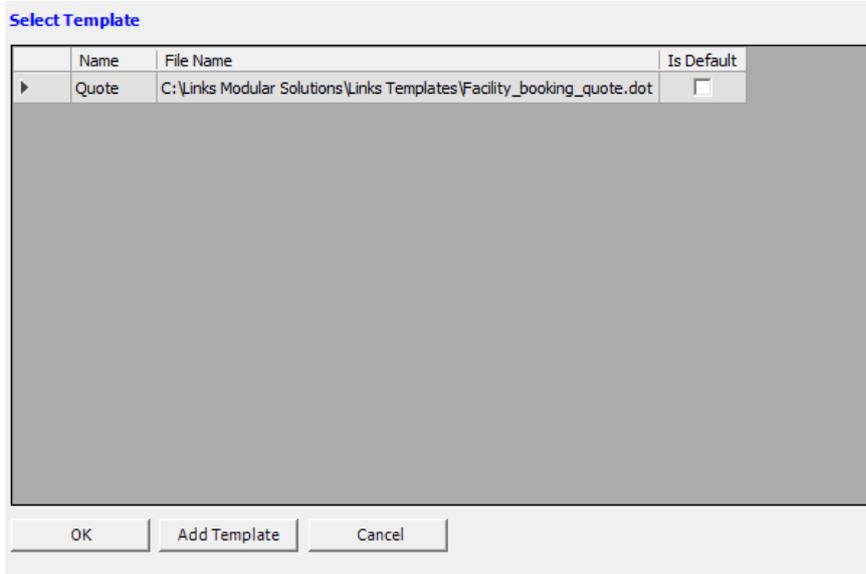
Description: 85_1_Quote

Invoice No: 85_1

After Create: Save Open Email

Create Cancel

Close



Select Template

	Name	File Name	Is Default
▶	Quote	C:\Links Modular Solutions\Links Templates\Facility_booking_quote.dot	<input type="checkbox"/>

OK Add Template Cancel

You can then select to save, open or email the quote.

Facility Booking Documents - 85

Create Booking Quote

Template: File Name: C:\Links Modular Solutions\Links Templates\Facility_booking_quote.dot ... Use Default Set As Default

Description: Quote

Save As: File Path: C:\Links Modular Solutions\Bookings\85 ...

File Name: 85_1_Quote.pdf

Description: 85_1_Quote

Invoice No: 85_1

After Create: Save Open Email

Create Cancel

Close

If you choose to 'Save' it will save it to the 'Documents' section of the enquiry/booking based on the template you have setup for quotes.

Facility Booking Documents - 85

Facility Booking Documents

Description	Folder	File Name	Template Folder	Template File Name	Added	Added By	Updated	Updated By
85_1_Quote	C:\Links Modular Solutions\Bookings\85	85_1_Quote.pdf	C:\Links Modular Solutions\Links Templates	Facility_booking_quote.dot	22/10/2015 9:35 AM	STAFF, DEMO		

If you choose to 'Open' it will show a preview of the file based on the template you have setup for quotes and also save a copy in the 'Documents' section of the enquiry/booking.

22 Oct 2015

Client ID: 1
 Invoice No: 85_2

BookingID: 85
 TEST CLIENT
 TEST CLIENT

NSW

NSW

Dear TEST,

Client Credit on Account: \$0.00
 Client Credit Used for this booking: \$0.00

Please find below a quote for your booking made with Location 1.

Booking particulars

Booking Reference Number	176
Event Description	School Swimming
Booking Status	Tentative
Payment Arrangement	Cash on Arrival
Specified Instructions	
Phone number on file	

Booking Details

Facility Booked	Date	From	To	GST	Charges Ex-GST	Charges	Hourly Rate	PAX
SOM Pool	28 Oct 2015	09:00 AM	11:00 AM	\$181.82	\$1	\$2	\$1	0

Total Bookings: \$2 000.00

Other Booking Charges

Additional Charges	Qty	Hours	\$ per hour	Charges

Total Additional Charges: \$0.00

Payment Details

Payment Date	Payment Amount	Receipt #

Total Payments: \$0.00

Adjustments

Date	Adjustment Amount

Total Adjustments: \$0.00

GRANT TOTAL GST : \$181.82
 GRAND TOTAL : \$2 000.00

If you require any amendments to your booking please contact Location 1 on #####

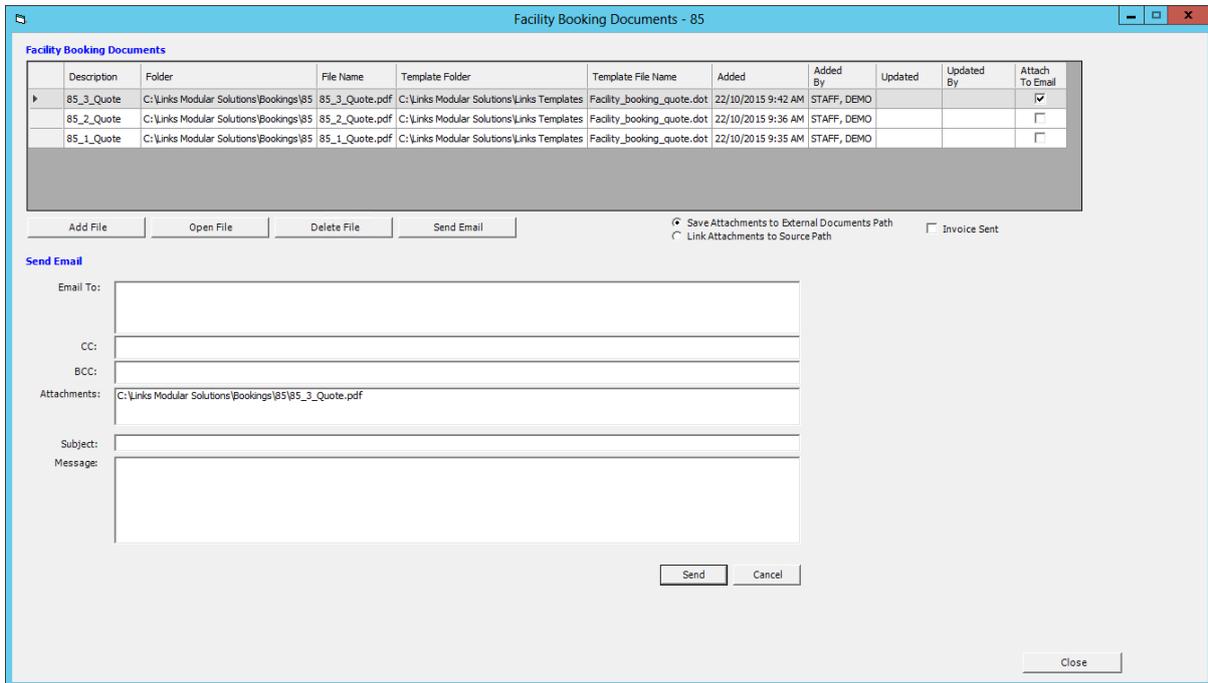
We look forward to seeing you soon

Kind regards,

DEMO STAFF
 Location 1

End of document ■

If you choose 'Email' it will create a PDF of the quote based on your template and email it using the below screen.

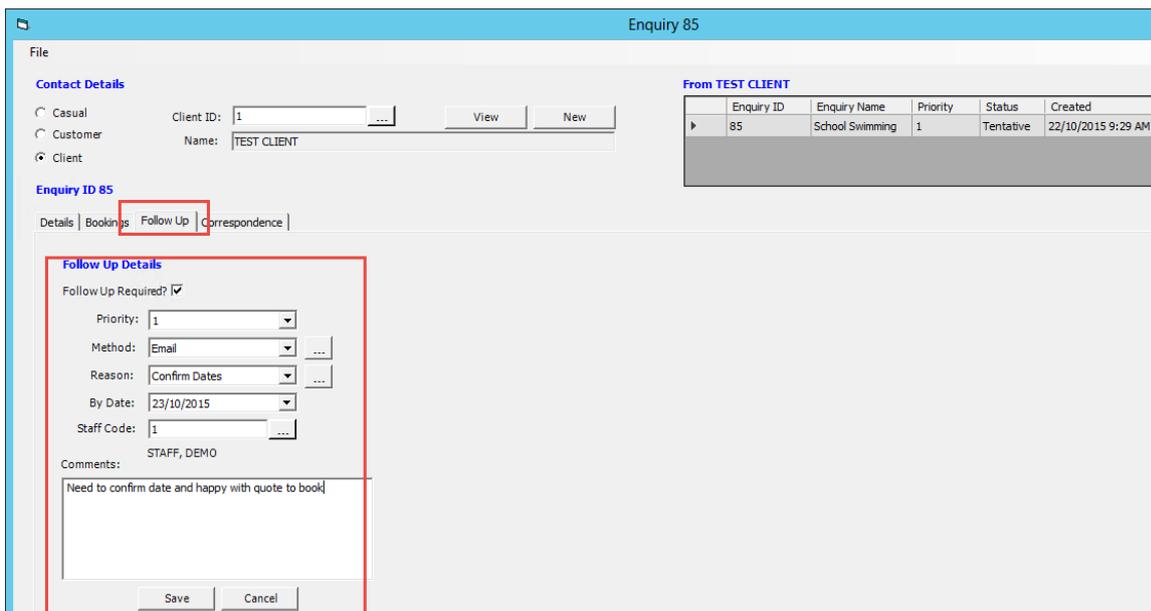


Facility Follow up Screen and Report

Follow ups for enquiries can be entered within the New Enquiry screen. POS> Facility> New Enquiry>Follow Up tab.

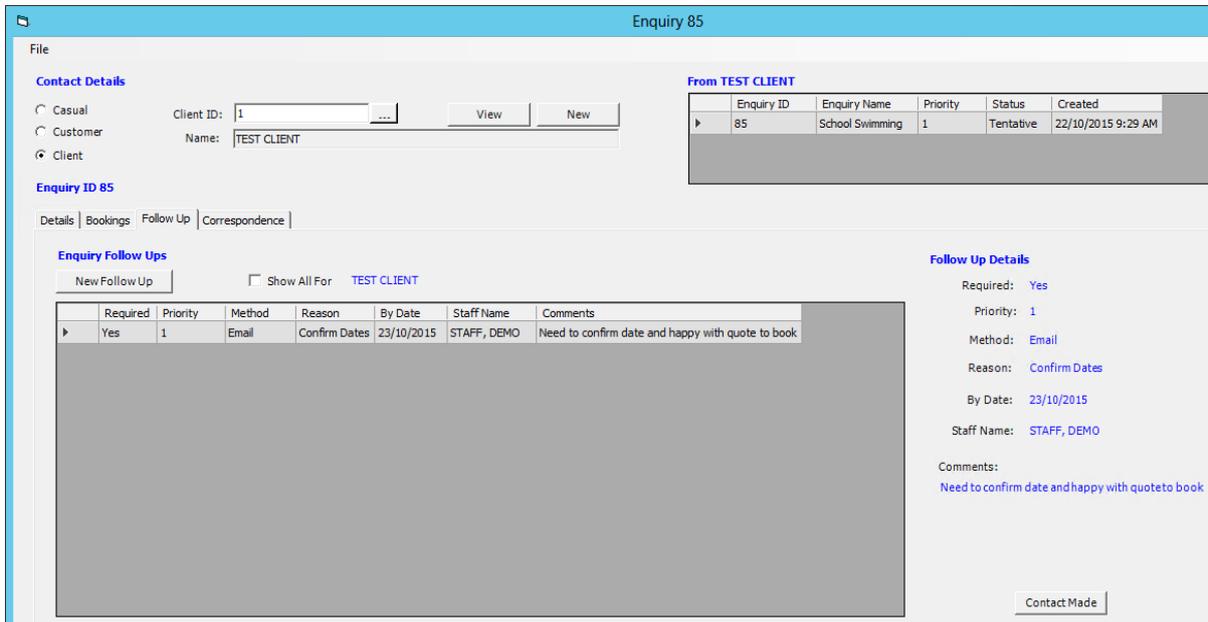
Entering a Follow Up

A new follow up can be entered under the 'Follow Up' tab when in an enquiry.



Viewing a Follow Up

When you are in an enquiry, the follow up can be viewed in the 'Follow Up' tab.



Enquiry 85

Contact Details

Casual Customer Client

Client ID: 1

Name: TEST CLIENT

Enquiry ID 85

Details | Bookings | Follow Up | Correspondence

Enquiry Follow Ups

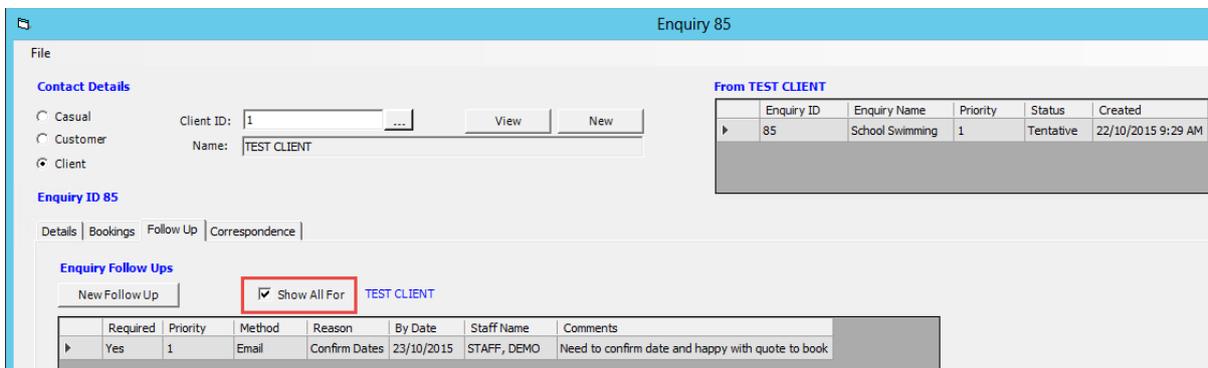
Show All For TEST CLIENT

Required	Priority	Method	Reason	By Date	Staff Name	Comments
Yes	1	Email	Confirm Dates	23/10/2015	STAFF, DEMO	Need to confirm date and happy with quote to book

Follow Up Details

Required: Yes
 Priority: 1
 Method: Email
 Reason: Confirm Dates
 By Date: 23/10/2015
 Staff Name: STAFF, DEMO
 Comments: Need to confirm date and happy with quote to book

You can show all enquiry follow ups for that Client/Customer by checking the 'Show All' option.



Enquiry 85

Contact Details

Casual Customer Client

Client ID: 1

Name: TEST CLIENT

Enquiry ID 85

Details | Bookings | Follow Up | Correspondence

Enquiry Follow Ups

Show All For TEST CLIENT

Required	Priority	Method	Reason	By Date	Staff Name	Comments
Yes	1	Email	Confirm Dates	23/10/2015	STAFF, DEMO	Need to confirm date and happy with quote to book

Enquiry Manager

POS> Facility> Enquiry Manager

Additionally you can view Follow Up lists under Find Enquiry for 'My Follow ups'.

Follow Ups My Follow Ups Overdue Follow Ups

Enquiry ID	Enquiry Name	Contact Type	Contact Details	Follow Up Required	Priority	Follow Up By Date	Staff Name	Method	Reason	Comments
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	CUSTOMER SERVICE MANAGER, LISA	Email	Booking Enquiry Confirmed	Enquiry has
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	SERVICE, CUSTOMER	Email	Booking Enquiry Confirmed	Booking has
42	Elite Training Session	Client	ELITE	Yes	1	2/06/2015	TRAINER, TRAINER	Email	DD Recovery	Follow up O
42	Elite Training Session	Client	ELITE	Yes	1	9/06/2015	TRAINER, TRAINER	Email	Booking Enquiry Confirmed	Please conf

Or 'Overdue Follow ups'.

Follow Ups My Follow Ups Overdue Follow Ups

Enquiry ID	Enquiry Name	Contact Type	Contact Details	Follow Up Required	Priority	Follow Up By Date	Staff Name	Method	Reason	Comments
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	CUSTOMER SERVICE MANAGER, LISA	Email	Booking Enquiry Confirmed	Enquiry has
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	SERVICE, CUSTOMER	Email	Booking Enquiry Confirmed	Booking has

You are able to print and/or export for follow ups.

Follow Ups My Follow Ups Overdue Follow Ups

Enquiry ID	Enquiry Name	Contact Type	Contact Details	Follow Up Required	Priority	Follow Up By Date	Staff Name	Method	Reason	Comments
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	CUSTOMER SERVICE MANAGER, LISA	Email	Booking Enquiry Confirmed	Enquiry has
45	Magic Basketball Training	Client	MAGIC JUNIOR BASKETBALL	Yes	1	16/05/2015	SERVICE, CUSTOMER	Email	Booking Enquiry Confirmed	Booking has

Print Export

The Export will appear like the below example.

	A	B	C	D	E	F	G	H	I	J	K
1	Enquiry ID	Enquiry Name	Contact Type	Contact Details	Follow Up Required	Follow Up Date Time	Follow Up Staff Name	Method	Reason	Priority	Comment
2	85	School Swimming	Client	TEST CLIENT	No	23/10/2015	STAFF DEMO	Email	Confirm Dates	1	Need to confirm date and happy with quote to book
3											

The Printed option will appear like the below example.

Test 3 Location 1

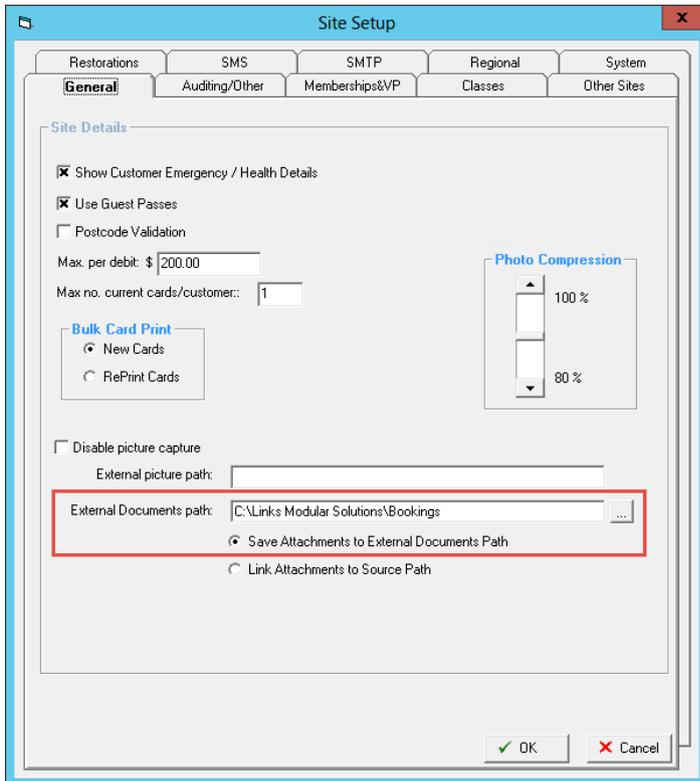
Enquiry Tracking Report - Follow Ups
Search Filter: Staff H(1) From (22 Sep 2015) To (25 Oct 2015)

Enquiry ID	Enquiry Name	Contact Type	Contact Details	Follow Up Required	Follow Up Date Time	Follow Up Staff Name	Method	Reason	Priority	Comment
85	School Swimming	Client	TEST CLIENT	No	23/10/2015	STAFF DEMO	Email	Confirm Dates	1	Need to confirm date and happy with quote to book

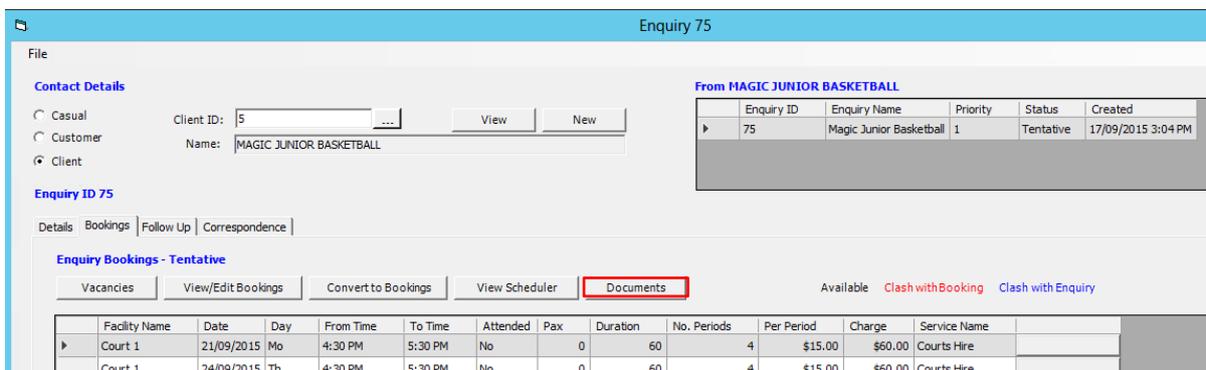
Facility Document Storage

You can now attach or link documents to a Facility booking or enquiry. For example, floor plans for a booking.

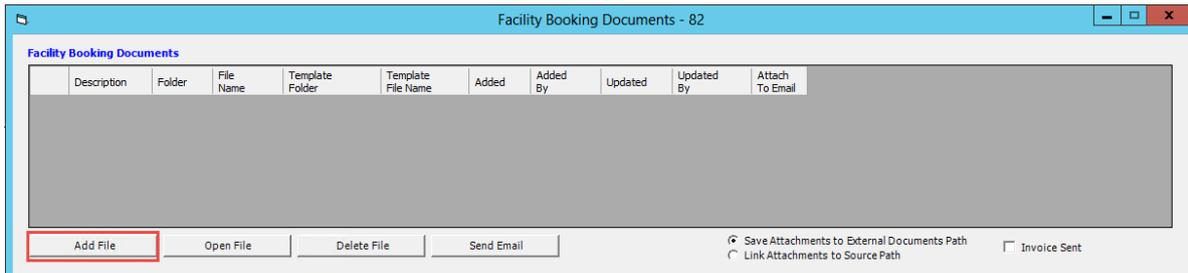
You will first need to create an External Document Path through Admin>Site>Site Set up>General Tab.



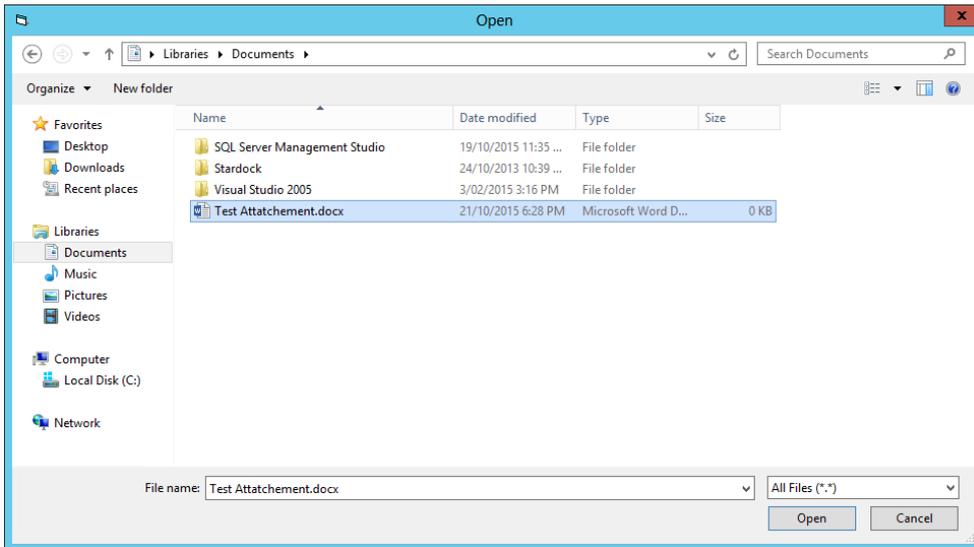
Documents can be accessed via the Enquiries screen below.



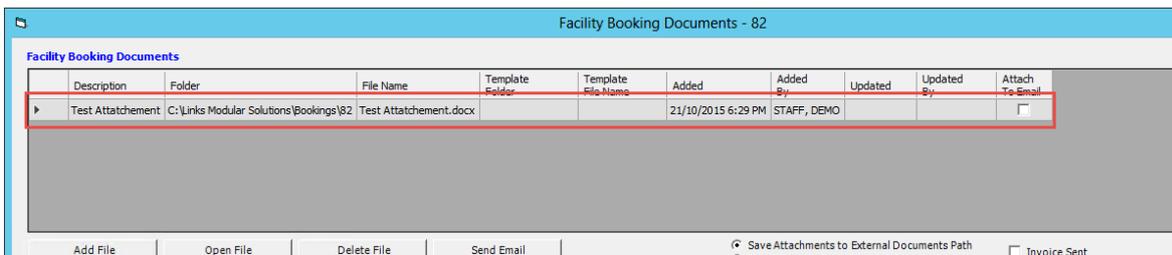
When viewing the documents, you will see a list of already attached documents. To attach a new document click the 'Add File' button.



Select the file you wish to attach.



It will save a new record in the default file-path with a sub-folder of the Booking/Enquiry ID. In the example below the Booking/Enquiry ID is 82.

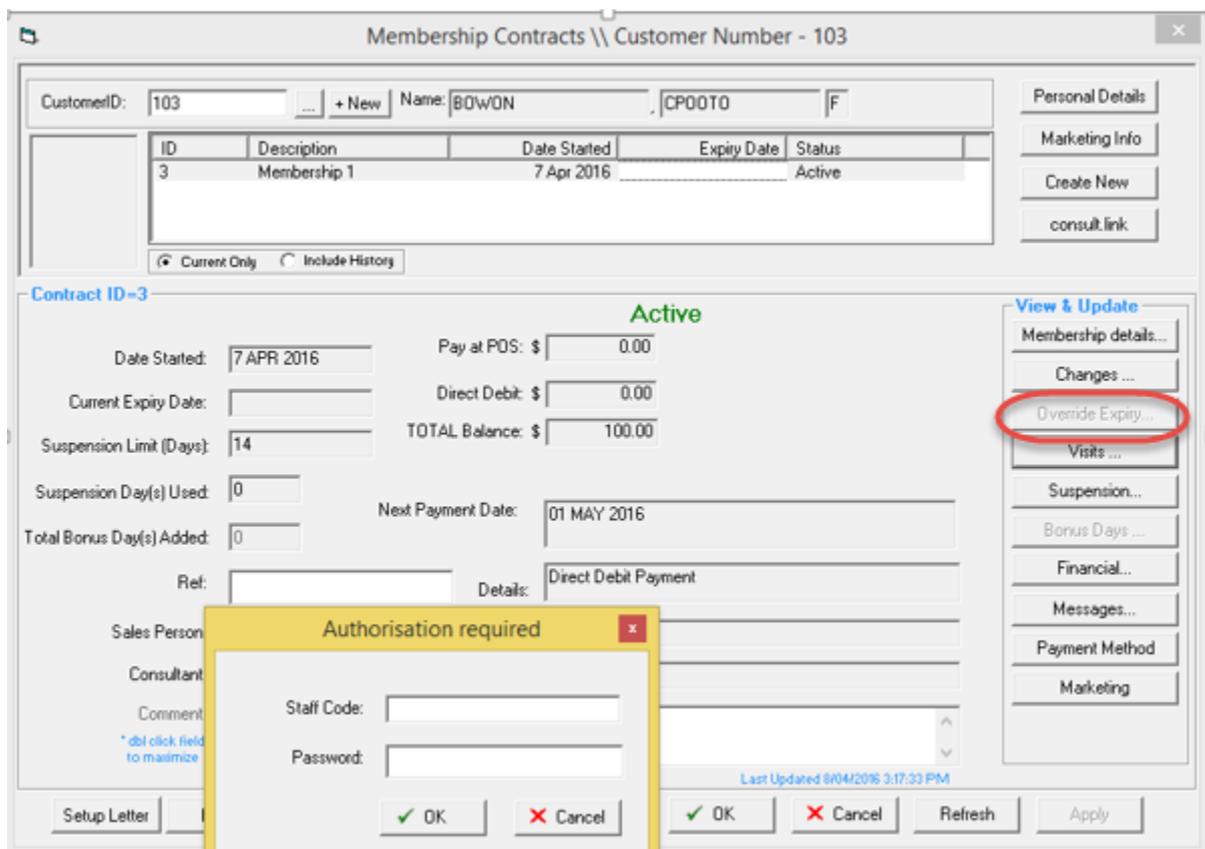


Members Changes

Authorisation on Membership Expiry

When selecting Override expiry in the Members module, there is now security restrictions on which staff are able to complete this. This is turned on in Security Groups under the Members tab> Modify a Customer Account.

If a staff member doesn't have access based on their security level, when selecting the 'Override Expiry' button, an authorisation screen will appear and a staff member with the required level of access will need to enter their Links Staff Code and password.



The screenshot shows the 'Membership Contracts' window for Customer Number 103. The main window displays contract details for Contract ID 3, including 'Date Started: 7 APR 2016', 'Status: Active', and 'TOTAL Balance: \$ 100.00'. A 'View & Update' sidebar on the right contains several buttons, with 'Override Expiry...' highlighted by a red circle. An 'Authorisation required' dialog box is overlaid on top, prompting for 'Staff Code' and 'Password'.

ID	Description	Date Started	Expiry Date	Status
3	Membership 1	7 Apr 2016		Active

Classes Changes

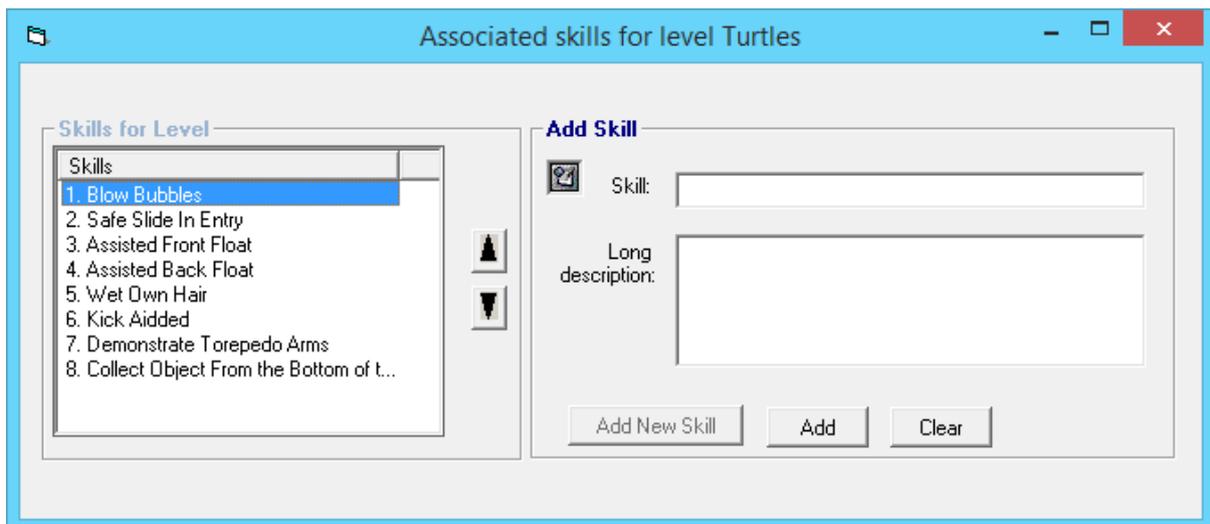
Class Visual Scheduler Screen Size Auto fill and New Look

The Visual Scheduler will now re-size anywhere from 1024 x 768 screen resolution to full screen.



Classes Number of skills that can be attached to a Class Level

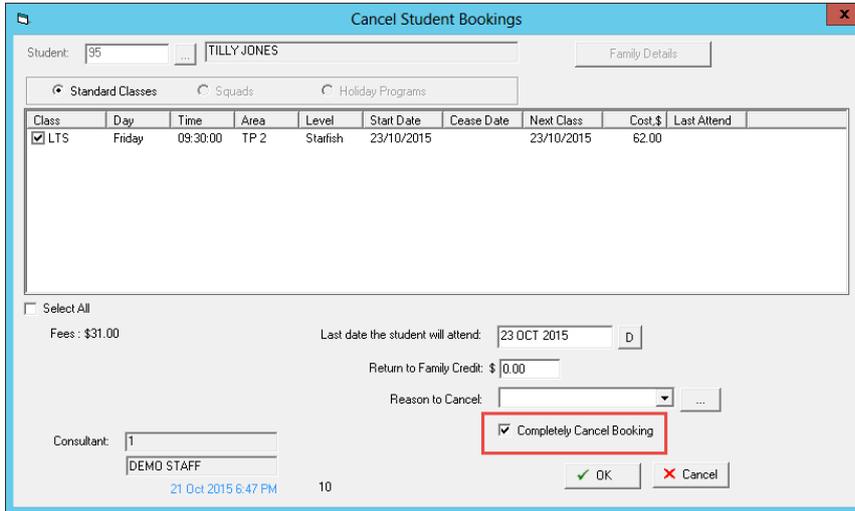
The number of skills that can be attached to a Class Level is no longer limited to 21 skills. You are able to enter any amount of skills required.



Complete Cancellation of Student booking now shows in the Audit Log

You are now able to use the Audit log to view a list of all student bookings that have been completely cancelled from a class.

When staff use the 'Completely Cancel Booking' option when cancelling a student. There is no history on the Student for this lesson.



Student: 95 TILLY JONES Family Details

Standard Classes Squads Holiday Programs

Class	Day	Time	Area	Level	Start Date	Cease Date	Next Class	Cost.\$	Last Attend
<input checked="" type="checkbox"/> LTS	Friday	09:30:00	TP 2	Starfish	23/10/2015		23/10/2015	62.00	

Select All

Fees : \$31.00 Last date the student will attend: 23 OCT 2015 D

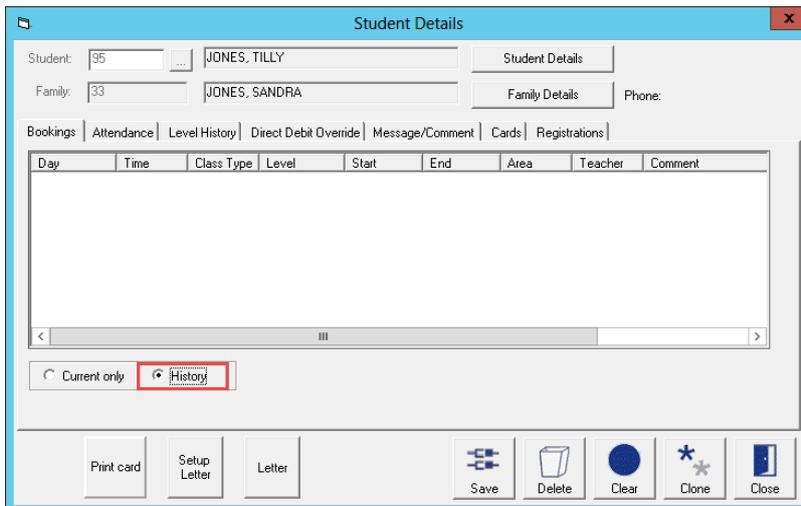
Return to Family Credit: \$ 0.00

Reason to Cancel: Completely Cancel Booking

Consultant: 1 DEMO STAFF

21 Oct 2015 6:47 PM 10

OK Cancel



Student: 95 JONES, TILLY Student Details

Family: 33 JONES, SANDRA Family Details Phone:

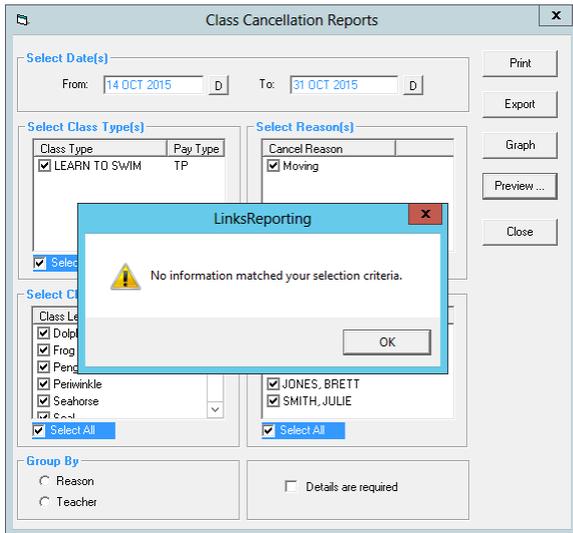
Bookings Attendance Level History Direct Debit Override Message/Comment Cards Registrations

Day	Time	Class Type	Level	Start	End	Area	Teacher	Comment
-----	------	------------	-------	-------	-----	------	---------	---------

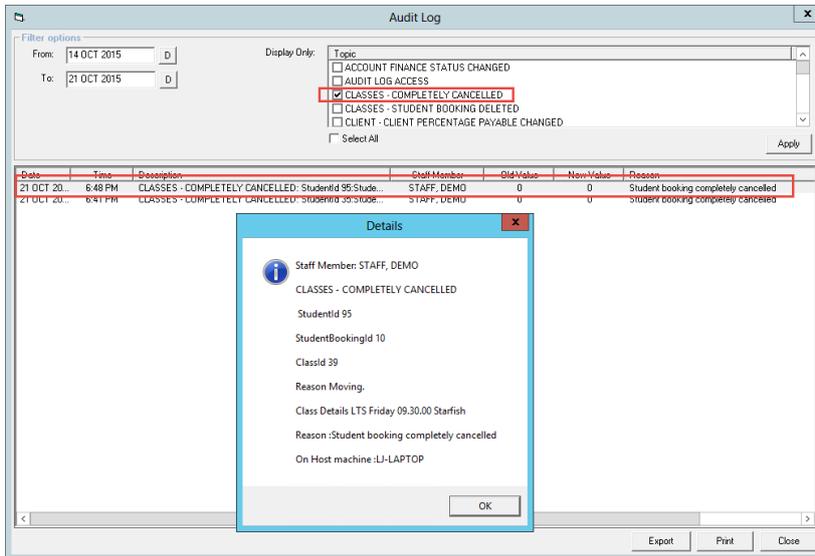
Current only History

Print card Setup Letter Letter Save Delete Clear Clone Close

There is no record of cancellation on Cancellation Report



However, it now shows in the Audit Log.



Admin Changes

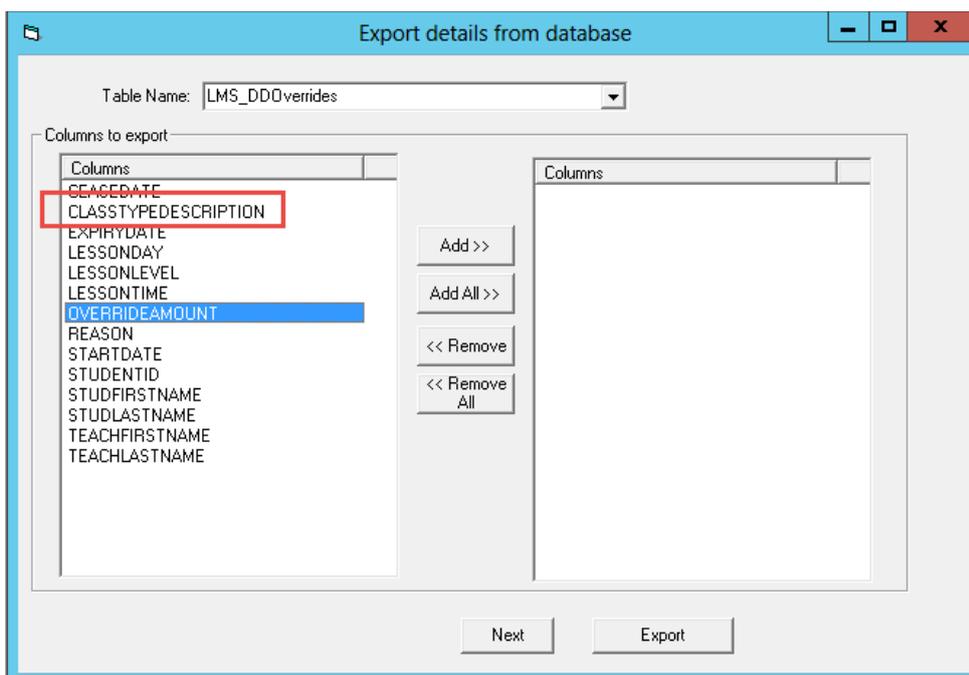
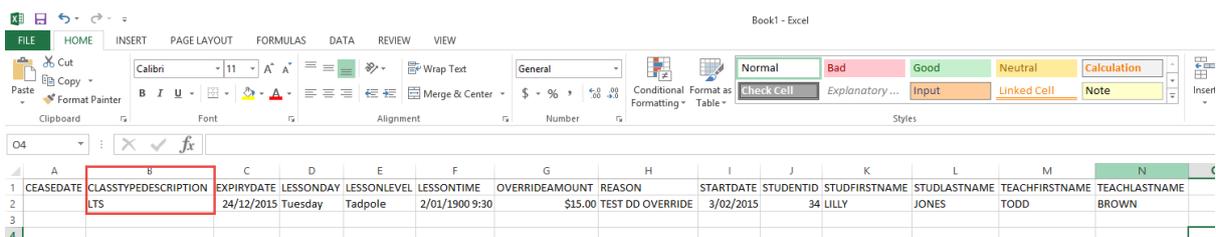
Staff ID areas now allow entry of Special Characters

Sites using NT Authorisation and some usernames have hyphens & underscores, Links now has the ability to allow for these within the staff ID and can be used in any area within Links where Staff Code is required.



LMS_DDOverrides Export now includes Class Type Description

When you run the LMS_DD Overrides export, there is not the option to include the Class Type Description which will assist with multi location sites. This is run in Admin> File> Export to Excel utility.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	CEASEDATE	CLASSTYPEDESCRIPTION	EXPIRYDATE	LESSONDAY	LESSONLEVEL	LESSONTIME	OVERRIDEAMOUNT	REASON	STARTDATE	STUDENTID	STUDFIRSTNAME	STUDI LASTNAME	TEACHFIRSTNAME	TEACHLASTNAME
1		LTS	24/12/2015	Tuesday	Tadpole	2/01/1900 9:30	\$15.00	TEST DD OVERRIDE	3/02/2015	34	LILLY	JONES	TODD	BROWN
2														
3														
4														

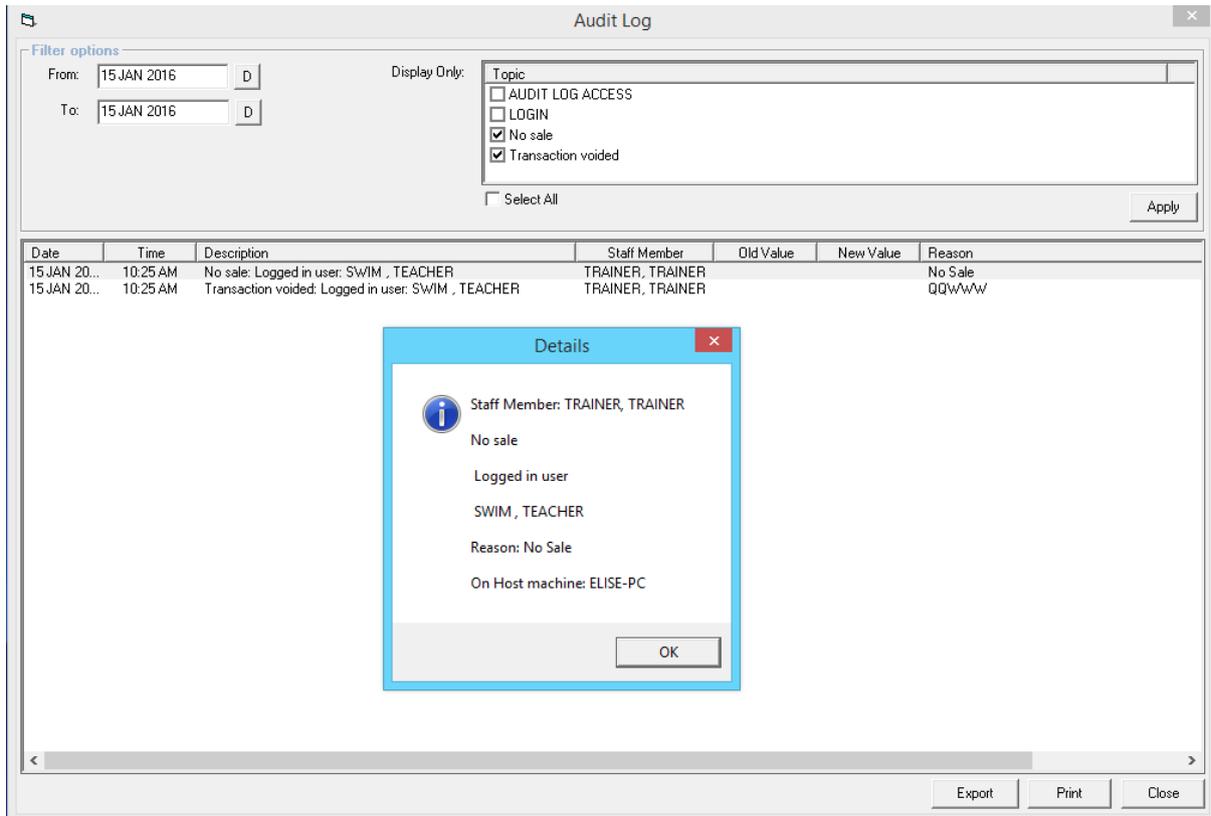
Additions to the Audit Log

Ability to view the Authorised Staff Member and the Logged in user for some POS action in the Audit Log.

These include

- Voids and
- No Sale transactions

By double clicking on the line in the results box, you are able to View the Staff Member who Authorised the POS action and who the Logged in user was.

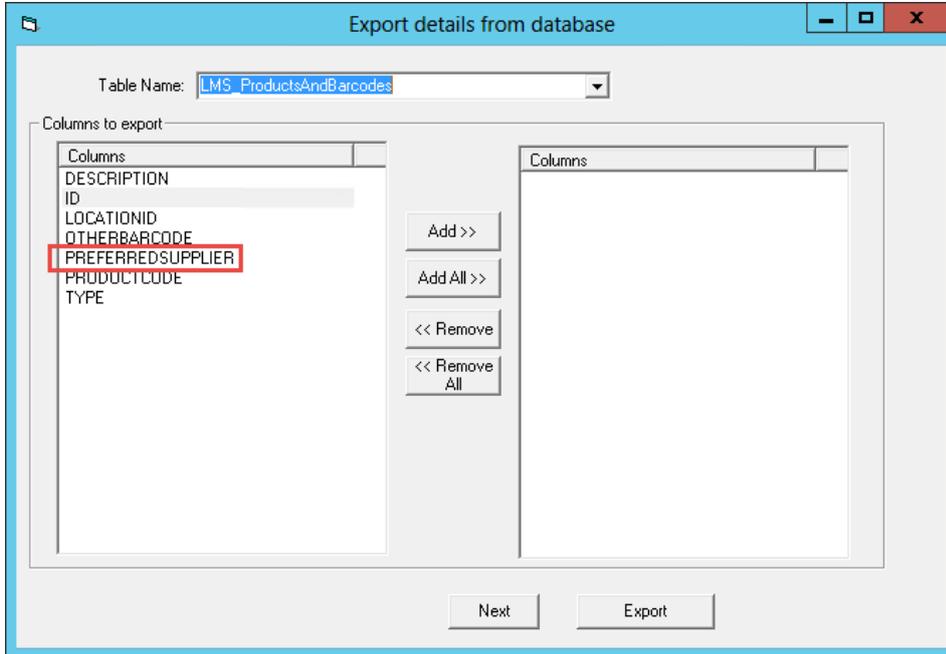


The screenshot shows the 'Audit Log' application window. At the top, there are 'Filter options' for 'From' and 'To' dates (both set to 15 JAN 2016) and a 'Display Only' section with checkboxes for 'AUDIT LOG ACCESS', 'LOGIN', 'No sale', and 'Transaction voided'. Below this is a table with columns: Date, Time, Description, Staff Member, Old Value, New Value, and Reason. Two rows are visible, both for 15 JAN 2016 at 10:25 AM. The first row is 'No sale: Logged in user: SWIM , TEACHER' with staff member 'TRAINER, TRAINER' and reason 'No Sale'. The second row is 'Transaction voided: Logged in user: SWIM , TEACHER' with staff member 'TRAINER, TRAINER' and reason 'QQwWw'. A 'Details' dialog box is open over the first row, displaying: 'Staff Member: TRAINER, TRAINER', 'No sale', 'Logged in user: SWIM , TEACHER', 'Reason: No Sale', and 'On Host machine: ELISE-PC'. At the bottom of the window are 'Export', 'Print', and 'Close' buttons.

Date	Time	Description	Staff Member	Old Value	New Value	Reason
15 JAN 20...	10:25 AM	No sale: Logged in user: SWIM , TEACHER	TRAINER, TRAINER			No Sale
15 JAN 20...	10:25 AM	Transaction voided: Logged in user: SWIM , TEACHER	TRAINER, TRAINER			QQwWw

Preferred Supplier added to LMS_ProductsAndBarcodes View

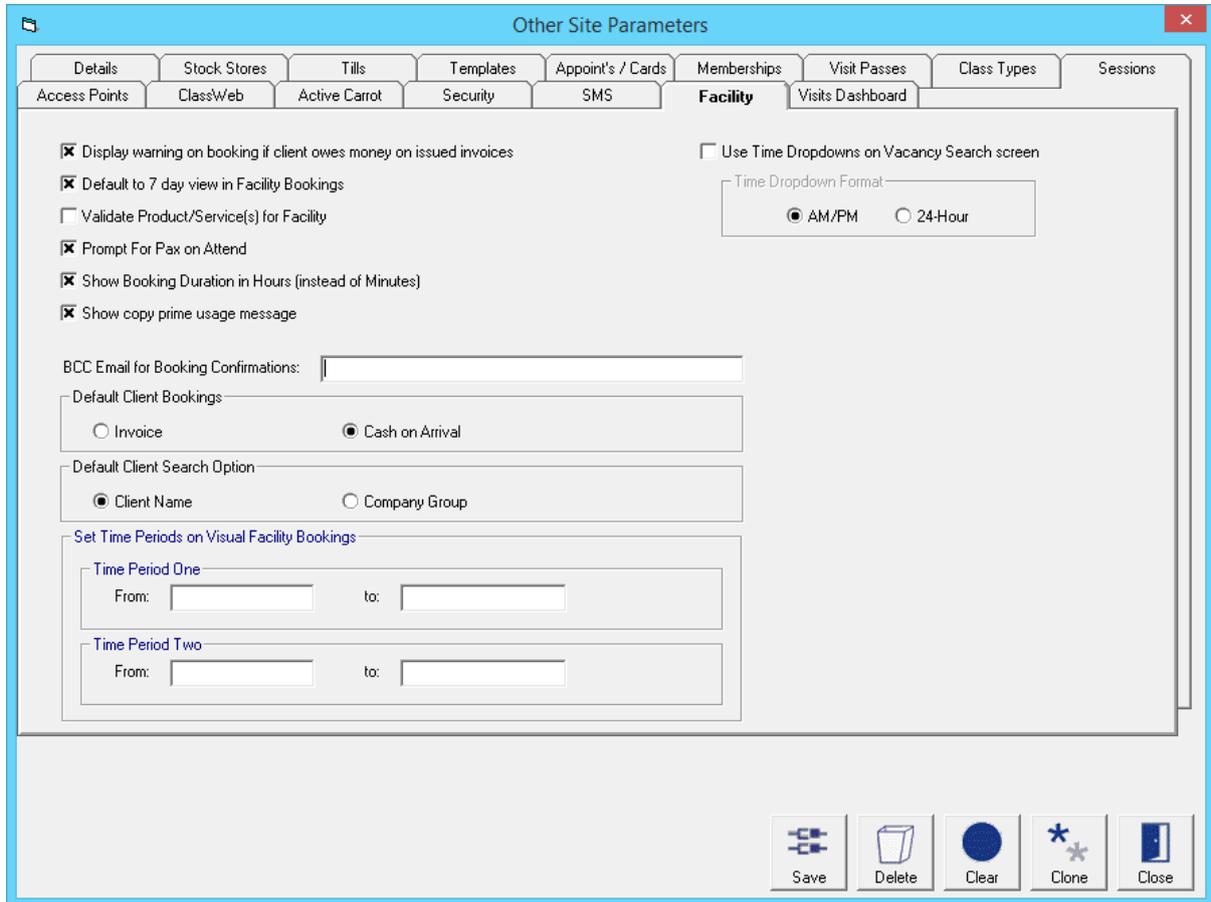
When you run the LMS_ProductsAndBarcodes export, there is now the option to include the Preferred Supplier.



	A	B	C	D	E	F	G	H
1	DESCRIPTION	ID	LOCATIONID	OTHERBARCODE	PREFERRED SUPPLIER	PRODUCTCODE	TYPE	
2	Pump Water	20	1	123456789	COCA-COLA	P1000	P	
3	Goggles- Speedo Mirror Lenses	21	1	987654321	SPEEDO	P1001	P	
4	Speedo Vortex Retro Trunk Blk 12	22	1	12345678	SPEEDO	P1002	P	
5	Speedo Vortex Retro Trunk Blk 14	23	1	1.23457E+11	SPEEDO	P1003	P	
6	Speedo Vortex Retro Trunk Blk 16	24	1	1.23457E+11	SPEEDO	P1004	P	
7	Speedo Vortex Retro Trunk Blk 18	25	1	1.23457E+11	SPEEDO	P1005	P	

Facility settings now setup under the Location

The Facility settings have been moved to Admin> Site> Other Site Parameters (Or Set Up Locations for multi-location sites)> Facility Tab.



Other Site Parameters

Details | Stock Stores | Tills | Templates | Appoint's / Cards | Memberships | Visit Passes | Class Types | Sessions

Access Points | ClassWeb | Active Carrot | Security | SMS | **Facility** | Visits Dashboard

Display warning on booking if client owes money on issued invoices
 Default to 7 day view in Facility Bookings
 Validate Product/Service(s) for Facility
 Prompt For Pax on Attend
 Show Booking Duration in Hours (instead of Minutes)
 Show copy prime usage message

Use Time Dropdowns on Vacancy Search screen
 Time Dropdown Format: AM/PM 24-Hour

BCC Email for Booking Confirmations:

Default Client Bookings:
 Invoice Cash on Arrival

Default Client Search Option:
 Client Name Company Group

Set Time Periods on Visual Facility Bookings

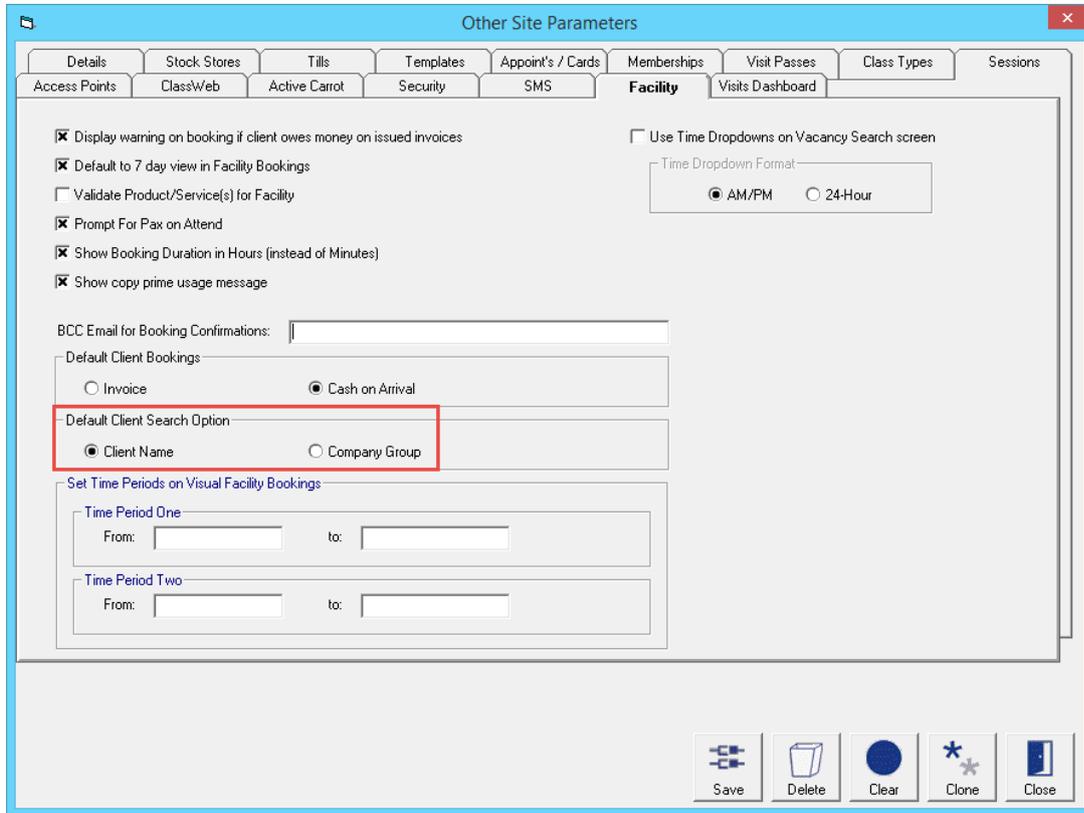
Time Period One
 From: to:

Time Period Two
 From: to:

Save | Delete | Clear | Clone | Close

Ability to Select the Default Client Search Option

Under the Facility settings tab you can select the default search option when searching for a client. You can select the search default to be either the Clients Name or the Company Group depending on your requirements.



The screenshot shows the 'Other Site Parameters' window with the 'Facility' tab selected. The 'Default Client Search Option' is set to 'Client Name'.

Other Site Parameters

Details | Stock Stores | Tills | Templates | Appoint's / Cards | Memberships | Visit Passes | Class Types | Sessions

Access Points | ClassWeb | Active Carrot | Security | SMS | **Facility** | Visits Dashboard

Display warning on booking if client owes money on issued invoices

Default to 7 day view in Facility Bookings

Validate Product/Service(s) for Facility

Prompt For Pax on Attend

Show Booking Duration in Hours (instead of Minutes)

Show copy prime usage message

BCC Email for Booking Confirmations:

Default Client Bookings

Invoice Cash on Arrival

Default Client Search Option

Client Name Company Group

Set Time Periods on Visual Facility Bookings

Time Period One

From: to:

Time Period Two

From: to:

Use Time Dropdowns on Vacancy Search screen

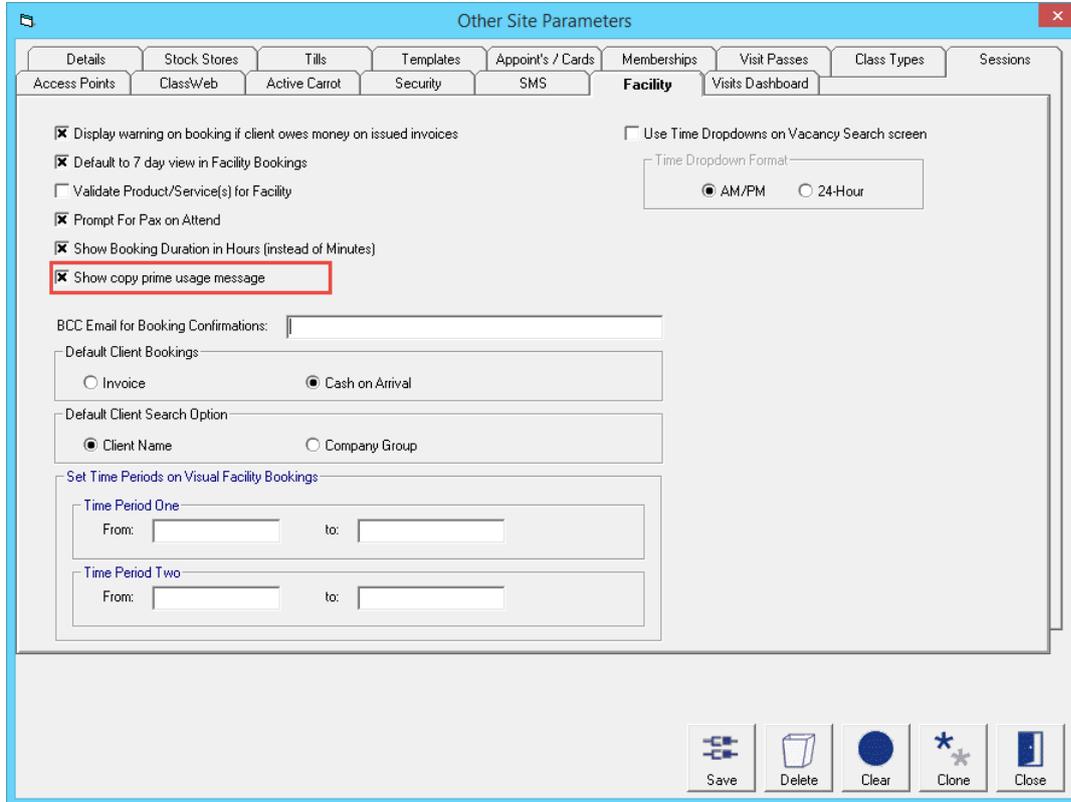
Time Dropdown Format

AM/PM 24-Hour

Save | Delete | Clear | Clone | Close

Ability to Choose to Show the Copy Prime Usage Message

From the Facility settings tab you can choose if want the 'Copy Prime Usage Message to appear when making/updating bookings.



The screenshot shows the 'Other Site Parameters' window with the 'Facility' tab selected. The 'Show copy prime usage message' checkbox is highlighted with a red box. Other visible options include 'Display warning on booking if client owes money on issued invoices', 'Default to 7 day view in Facility Bookings', 'Validate Product/Service(s) for Facility', 'Prompt For Pax on Attend', 'Show Booking Duration in Hours (instead of Minutes)', 'Use Time Dropdowns on Vacancy Search screen', and 'Time Dropdown Format' (AM/PM selected).

Other Site Parameters

Details | Stock Stores | Tills | Templates | Appoint's / Cards | Memberships | Visit Passes | Class Types | Sessions

Access Points | ClassWeb | Active Carrot | Security | SMS | **Facility** | Visits Dashboard

Display warning on booking if client owes money on issued invoices

Default to 7 day view in Facility Bookings

Validate Product/Service(s) for Facility

Prompt For Pax on Attend

Show Booking Duration in Hours (instead of Minutes)

Show copy prime usage message

Use Time Dropdowns on Vacancy Search screen

Time Dropdown Format

AM/PM 24-Hour

BCC Email for Booking Confirmations:

Default Client Bookings

Invoice Cash on Arrival

Default Client Search Option

Client Name Company Group

Set Time Periods on Visual Facility Bookings

Time Period One

From: to:

Time Period Two

From: to:

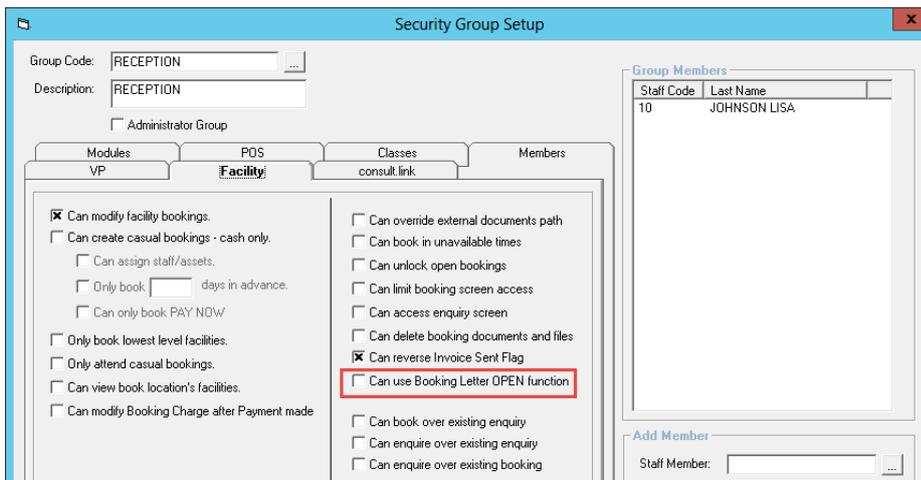
Save Delete Clear Clone Close

Changes to Security Groups and Menu Security

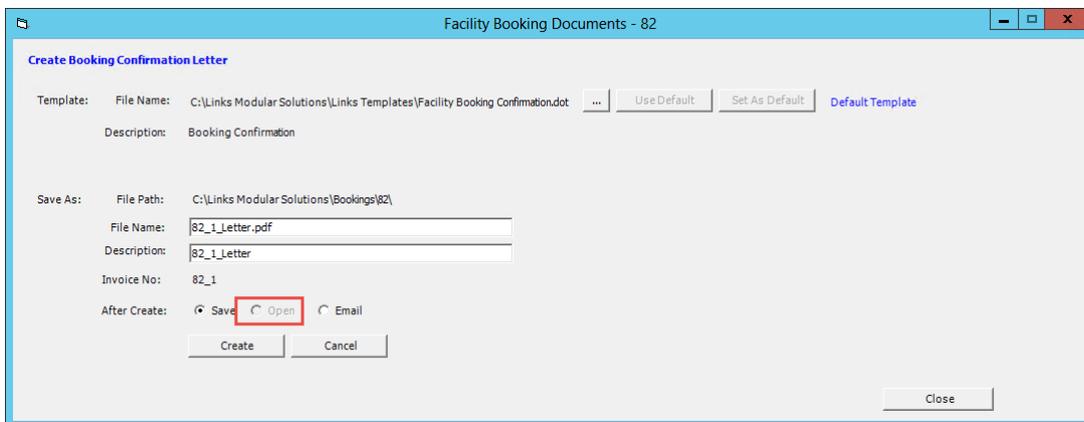
There has been a large number of changes with the Security Groups and Menu Security. We would advise that once you have upgraded, you work through all security groups to complete an audit of what is selected.

'Open' function for producing Confirmation Letter by Security Group

You have the ability to restrict which security groups can open a Facility Booking Confirmation letter in Microsoft Word. This will prevent staff from making unauthorised changes. If you don't want staff to have access to the OPEN Function leave this field un-ticked.



The screenshot shows the 'Security Group Setup' window. The 'Group Code' is 'RECEPTION' and the 'Description' is 'RECEPTION'. The 'Administrator Group' checkbox is unchecked. The 'Facility' tab is selected under the 'Modules' section. The 'Can use Booking Letter OPEN function' checkbox is checked and highlighted with a red box. Other permissions include 'Can modify facility bookings' (checked), 'Can create casual bookings - cash only' (unchecked), 'Can assign staff/assets' (unchecked), 'Only book [] days in advance' (unchecked), 'Can only book PAY NOW' (unchecked), 'Only book lowest level facilities' (unchecked), 'Only attend casual bookings' (unchecked), 'Can view book location's facilities' (unchecked), 'Can modify Booking Charge after Payment made' (unchecked), 'Can override external documents path' (unchecked), 'Can book in unavailable times' (unchecked), 'Can unlock open bookings' (unchecked), 'Can limit booking screen access' (unchecked), 'Can access enquiry screen' (unchecked), 'Can delete booking documents and files' (unchecked), 'Can reverse Invoice Sent Flag' (checked), 'Can book over existing enquiry' (unchecked), 'Can enquire over existing enquiry' (unchecked), and 'Can enquire over existing booking' (unchecked). The 'Group Members' table shows one member: Staff Code 10, Last Name JOHNSON LISA.

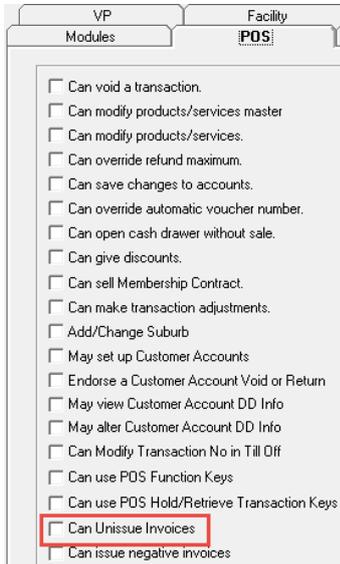


The screenshot shows the 'Facility Booking Documents - 82' window. The 'Create Booking Confirmation Letter' dialog is open. The 'Template' section shows 'File Name: C:\Links Modular Solutions\Links Templates\Facility Booking Confirmation.dot' with 'Use Default', 'Set As Default', and 'Default Template' buttons. The 'Description' is 'Booking Confirmation'. The 'Save As' section shows 'File Path: C:\Links Modular Solutions\Bookings\82\'. The 'File Name' is '82_1_Letter.pdf', the 'Description' is '82_1_Letter', and the 'Invoice No.' is '82_1'. The 'After Create' section has radio buttons for 'Save', 'Open', and 'Email', with 'Open' selected and highlighted by a red box. 'Create' and 'Cancel' buttons are at the bottom, and a 'Close' button is at the bottom right.

The letter can then only be saved as a PDF to which can be re-opened later from the documents section.

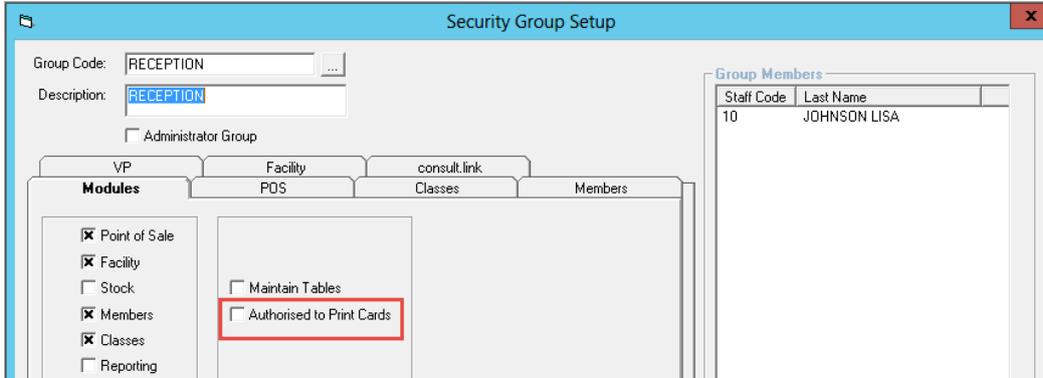
Ability to Unissue Invoices by Security Group

You now have the ability to restrict which staff are able to unissued invoices that have already been issued. If this is selected then those staff will be able to unissue issued invoices.



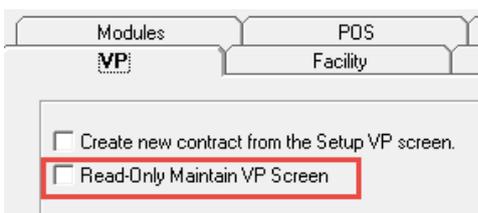
Security for Print Cards

You have the ability to restrict which staff can Print Cards by Security Group.



Ability to Lock Visit Pass Maintenance Screen to Read Only

You now have the ability to restrict which staff are able to make any changes in the Visit Pass Maintenance Screen. This is done in Security Groups. Admin> Security> Security Groups> VP tab. If this is Selected then those staff will be able to Make Changes to Visit Passes.



Once Ticked and staff with read only go to Maintain Visit Passes they cannot change anything.

Visit Passes\\Customer Number - 39

CustomerID: 39 + New Full Name: JONES INDIANA Gender: M

VisitPass ID	Code	DateStarted	Expiry Date	Status
19	Pool 20 Visit - Adult	21/10/2015	27/10/2015	Active
7	Personal Training 10 3...	3/02/2015	2/02/2017	Active

View Details
Create New
Personal Details
Marketing Info

Current Only Include History

Visit Pass ID=7 Active

Type Code: VP1003
Activities: >>
Date Started: 3 FEB 2015 D
Expiry Date: 2 FEB 2017 D
Comment:
Sales Person:
Location: Loc1
Contract updates: >>

Date Issued: 03 Feb 2015 13:22 Last Updated: 03 Feb 2015 13:22

Number Of Visits
Limit at Sale: 10 Visits Used: 0
Total Extra Added: 0 Visits Remaining: 10
Total: 10 Visits Allocated: 1
Add Extra Visit: Show Visits History >>

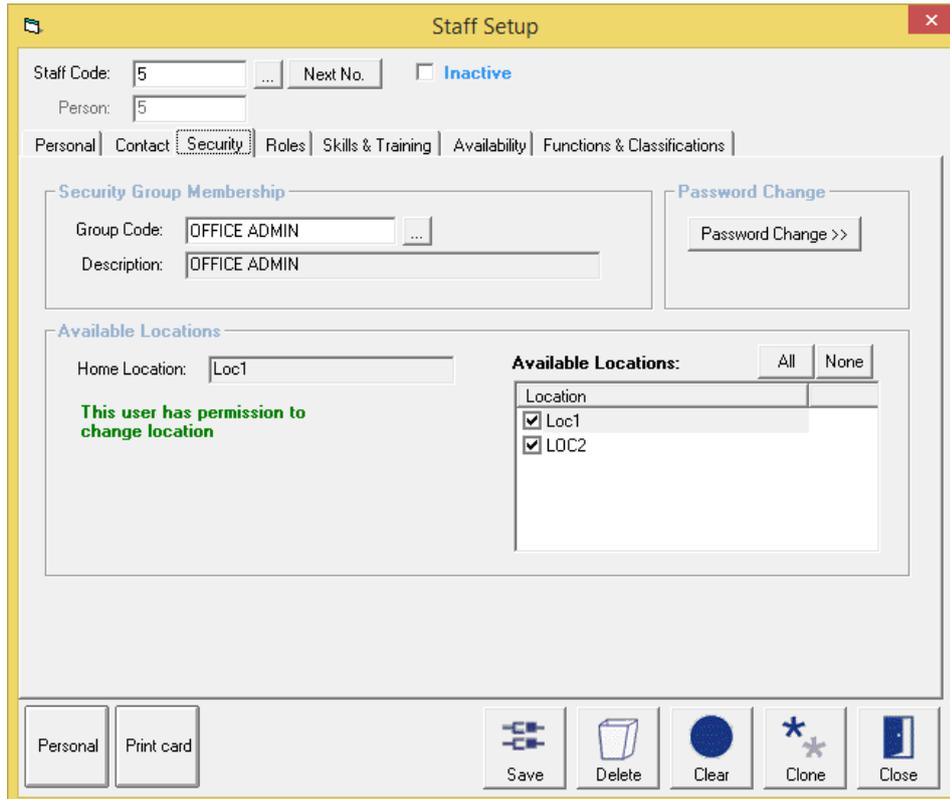
Pricing
Price at Sale: \$ 400.00 Amount Paid: \$ 400.00
Current Price: \$ 400.00 Amount Owed: \$ 0.00
Contract Price: \$ 400.00

Issue Card OK Apply Clear Cancel

Location Access now configurable by Staff Member (Multi Location Database only)

In staff setup, the locations that each staff member can access is now configurable. This is only available if the user has permission to change the location as defined in the Security Group Menu.

By default, all Staff Members will have access to all locations. An admin user can then restrict a staff members available locations from the Staff Setup screen. There is no bulk update screen.

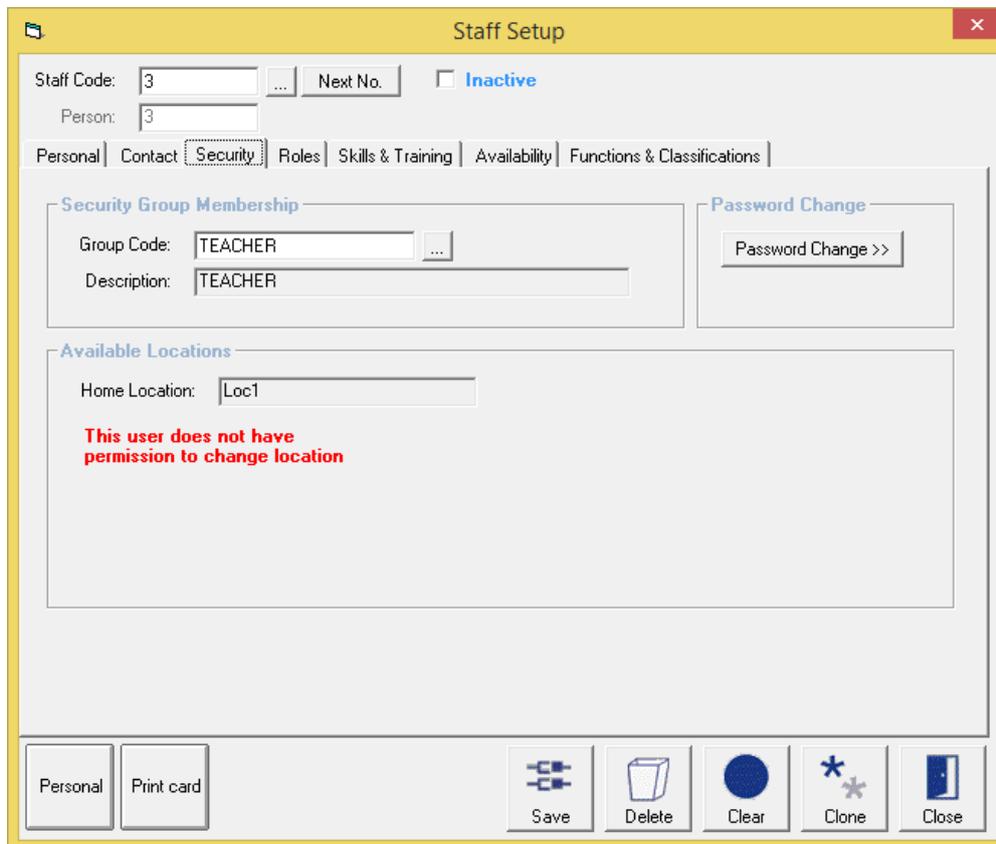


The screenshot shows the 'Staff Setup' window with the following details:

- Staff Code:** 5 (with a 'Next No.' button and an 'Inactive' checkbox).
- Person:** 5
- Tabs:** Personal, Contact, Security (selected), Roles, Skills & Training, Availability, Functions & Classifications.
- Security Group Membership:**
 - Group Code: OFFICE ADMIN (with a selection button)
 - Description: OFFICE ADMIN
- Password Change:** Password Change >> button.
- Available Locations:**
 - Home Location: Loc1
 - Message: **This user has permission to change location**
 - Available Locations list:

Location	
Loc1	<input checked="" type="checkbox"/>
LOC2	<input checked="" type="checkbox"/>
 - Buttons: All, None
- Bottom Bar:** Personal, Print card, Save, Delete, Clear, Clone, Close.

If the Staff Member does not have permission to change the location, the screen will look like this.



Staff Setup

Staff Code: 3 ... Next No. Inactive

Person: 3

Personal | Contact | **Security** | Roles | Skills & Training | Availability | Functions & Classifications

Security Group Membership

Group Code: TEACHER ...

Description: TEACHER

Password Change

Available Locations

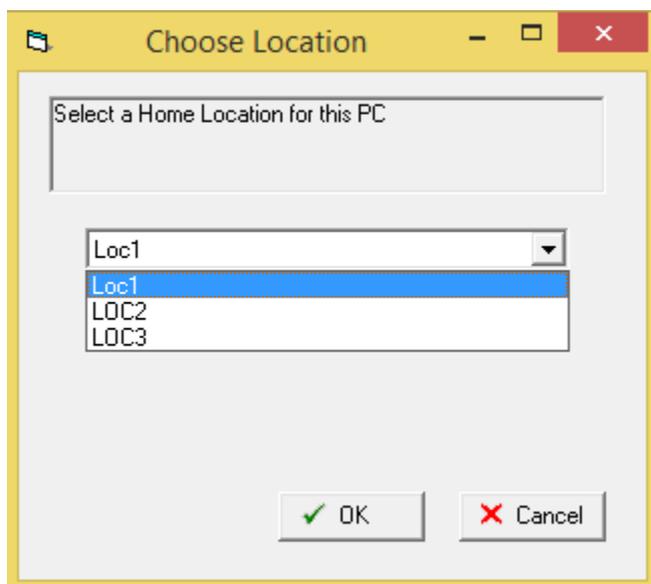
Home Location: Loc1

This user does not have permission to change location

Personal | Print card | Save | Delete | Clear | Clone | Close

The User will only be able to view their Home Location and cannot change or view other locations.

Upon start up, if Links has no Home Location, the user is prompted for a location. At this point, ALL locations are listed as there is no User logged in at this point.



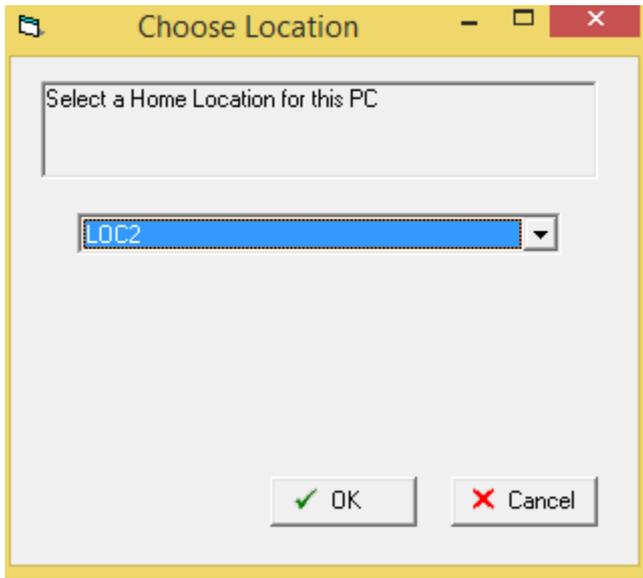
Choose Location

Select a Home Location for this PC

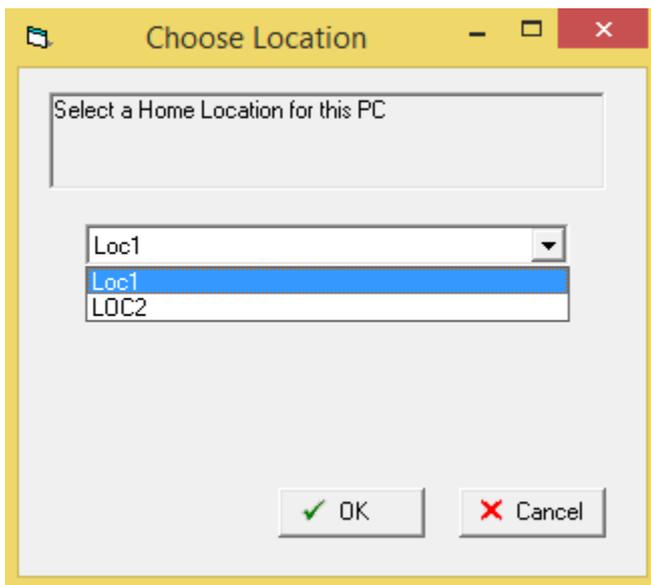
Loc1

Loc1
LOC2
LOC3

The staff member will be required to select a home location.



Upon login, a check is made to see if the staff member can access the Home Location. If not, the user is presented with a list of available locations.



Once logged in, the staff member may change location using the change location button as normal, however they will only be able to select from their list of locations.



In other screens of Links, the staff member will only be able to view their locations that they have access to, including:

POS

- Manage Facility Favourites
- Find Products
- Facility Booking Payment
- Setup Customer
- Till Off Secure
- Vacancies
- Access Points
- Facility Booking Search
- Visual Scheduler

Admin

- Bulk Bonus Days
- Bulk Facility Price Updates
- Bulk Sessions Access
- Bulk Web Registration
- Suspension Fee Update
- Inactive Products
- Mandatory Fields
- System Security
- Retention Program Setup
- Appointment Types
- Setup Customer Accounts
- Setup Direct Debit Details
- Facility Setup
- Setup Locations
- Setup Receipts
- Product Master Setup
- Setup Product Units
- Product Grouping Setup
- Sessions
- Bulk Facility Override Price
- Bulk Price Change
- Bulk Sessions Update
- Bulk Suspension
- Direct debit
- Kiosk Settings and Registration
- Online Product Sales
- Sales Settings
- Alternate Price Mode
- Class Type Setup
- Setup LinksPay Direct Debit
- Setup Email Settings
- Setup Kits
- Setup New Access
- Copy Product Location Details
- Setup a Product
- Setup Product Location
- Setup Public Holidays
- Site Setup

Members

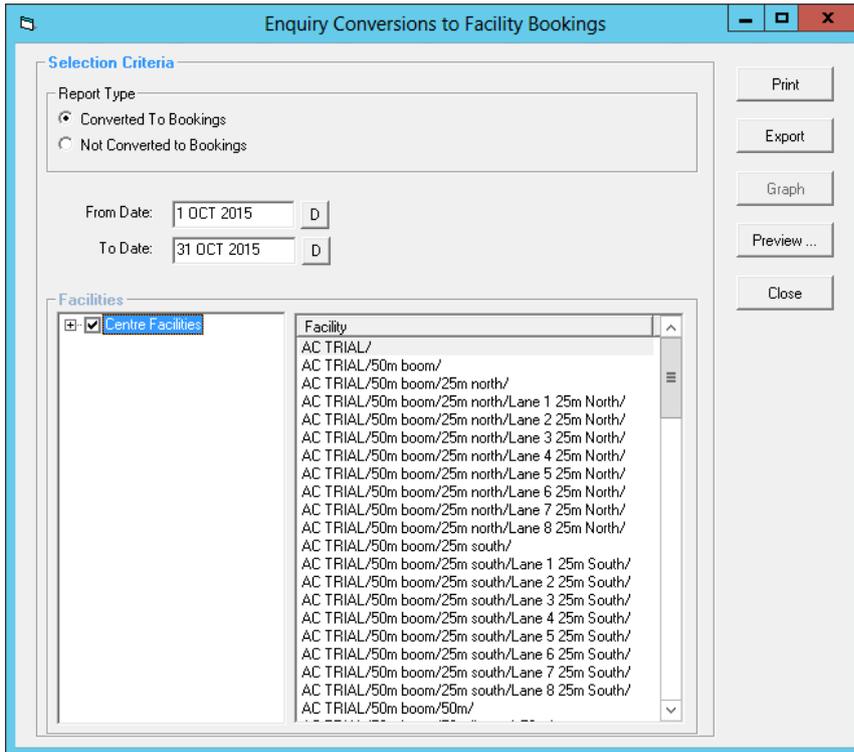
- Bulk Price Update

Reporting Changes

Enquiry Conversions to Facility Bookings

There is a new report to show the conversion of Facility Enquiries to Facility bookings called Enquiry Conversions.

To display a list of enquiries that have been converted to a booking during a date/facility range use the below example.



Demo Site

Enquiries Converted to Facility Bookings From : 1/10/2015 To : 31/10/2015

Facility Name	Date	From Time	To Time	Staff Name	Comments
Enquiry ID 69					
50M Pool	19/10/2015	09:00 AM	11:00 AM	STAFF, DEMO	

End of report.

To view a list of enquiries that haven't been converted during a date/facility range use the below example.

Enquiry Conversions to Facility Bookings

Selection Criteria

Report Type

Converted To Bookings

Not Converted to Bookings

From Date: D

To Date: D

Facilities

Centre Facilities

Facility
AC TRIAL/
AC TRIAL/50m boom/
AC TRIAL/50m boom/25m north/
AC TRIAL/50m boom/25m north/Lane 1 25m North/
AC TRIAL/50m boom/25m north/Lane 2 25m North/
AC TRIAL/50m boom/25m north/Lane 3 25m North/
AC TRIAL/50m boom/25m north/Lane 4 25m North/
AC TRIAL/50m boom/25m north/Lane 5 25m North/
AC TRIAL/50m boom/25m north/Lane 6 25m North/
AC TRIAL/50m boom/25m north/Lane 7 25m North/
AC TRIAL/50m boom/25m north/Lane 8 25m North/
AC TRIAL/50m boom/25m south/
AC TRIAL/50m boom/25m south/Lane 1 25m South/
AC TRIAL/50m boom/25m south/Lane 2 25m South/
AC TRIAL/50m boom/25m south/Lane 3 25m South/
AC TRIAL/50m boom/25m south/Lane 4 25m South/
AC TRIAL/50m boom/25m south/Lane 5 25m South/
AC TRIAL/50m boom/25m south/Lane 6 25m South/
AC TRIAL/50m boom/25m south/Lane 7 25m South/
AC TRIAL/50m boom/25m south/Lane 8 25m South/
AC TRIAL/50m boom/50m/

Demo Site

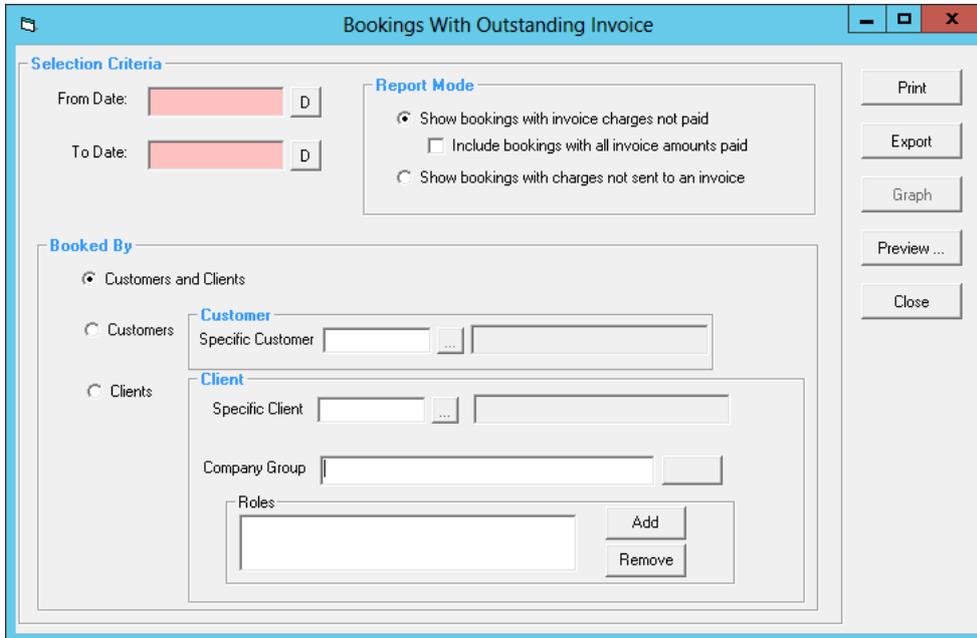
Enquiries Not Converted to Facility Bookings
From : 1/10/2015 To : 31/10/2015

Facility Name	Date	From Time	To Time	Staff Name	Comments
Enquiry ID 68 50m	9/10/2015	07:15 AM	08:15 AM	STAFF, DEMO	
Enquiry ID 73 50M Pool	20/10/2015	10:00 AM	12:30 PM	STAFF, DEMO	
Enquiry ID 74 50M Pool	21/10/2015	10:00 AM	02:00 PM	STAFF, DEMO	

End of report.

Reports for Bookings with Charges yet to be Invoiced

A new report is available to view bookings that have yet to have their charges sent to account to Invoiced. This can be viewed by going to Reporting> Facility> Bookings with Outstanding Invoice.



Enter the date range, select the Report Mode you wish to view and then select the Booked By option as required.

Report Mode: Show Bookings with invoice charges not paid

Demo Site

Facility Bookings with Outstanding Invoices From : 21 Sep 2015 To : 19 Jan 2016

Client / Customer	ClientId / CustomerId	Debtord	BookingId	Booking Name	Charges	Invoiced	Invoice Total	Paid Amount	Amount Not Invoiced
TEST SCHOOL	1	123456	69	School Swimming	2000	6.00	2,000.00	0.00	2000
TEST SCHOOL	1	123456	76	School Sport Volley Ball	2880	4.00	175.00	55.00	120
TEST SPORTS CLUB	2	987654	75	Basketball Training	4130	3.00	1,185.00	0.00	1185

End of report

Report Mode: Show bookings with charges not sent to an invoice

Demo Site

Facility Bookings with Outstanding Invoices From : 21 Sep 2015 To : 19 Jan 2016

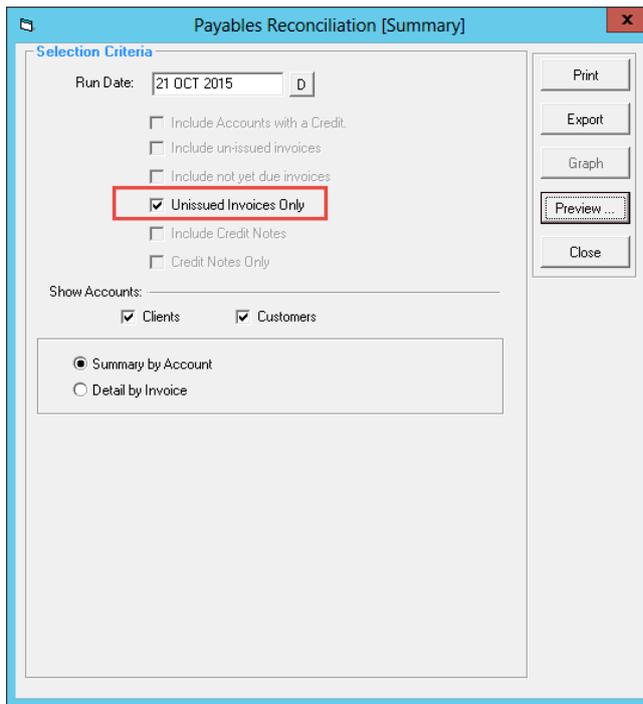
Client / Customer	ClientId / CustomerId	Debtord	BookingId	Booking Name	Charges	Invoiced	Invoice Total	Paid Amount	Amount Not Invoiced
TEST SCHOOL	1	123456	78	Fitness Test	55	0.00	0.00	0.00	
TEST SPORTS CLUB	2	987654	77	Basketball Training	3360	0.00	0.00	0.00	

End of report

Ability to report for Un-issued Invoices

You now have the ability to run the Invoice Reconciliation Summary to show those Accounts that have Unissued Invoices. This can be run by going to Reporting> POS> Reports> Invoices> Reconciliation Summary.

Select the Run date, tick 'Unissued Invoices Only' and select the 'Show Account' options as required.



Payables Reconciliation [Summary] for Clients and Customers
23 SEP 2015

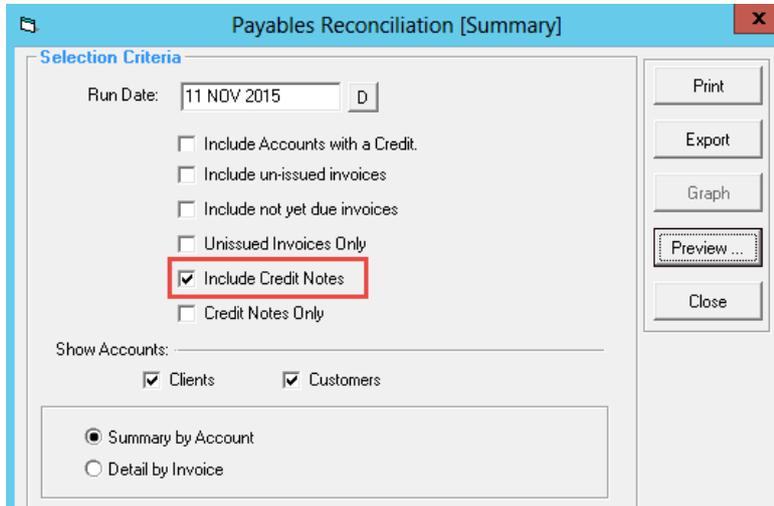
Account	Account Name	Contact	Total Due, \$	0 - 30, \$	31 - 60, \$	61 - 90, \$	90 +, \$
2047			25.65	0.00	0.00	0.00	0.00
844	MONGO		0.00	0.00	0.00	0.00	0.00
2053	ACCOUNT TEST22		0.00	0.00	0.00	0.00	0.00
2039	CUPONG OMAX		50.00	0.00	0.00	0.00	0.00
2043	CUWWOPOT TASVOCA		5,009.45	0.00	0.00	0.00	0.00
1	DEMO CLIENT	DEMO CONTACT	43.90	0.00	0.00	0.00	0.00
1343	DEMO CLIENT	DEMO CONTACT	16.95	0.00	0.00	0.00	0.00
1547	DEMO CLIENT	DEMO CONTACT	0.00	0.00	0.00	0.00	0.00
1741	DEMO CLIENT	DEMO CONTACT	0.00	0.00	0.00	0.00	0.00
318	GOTO GPSOT		0.00	0.00	0.00	0.00	0.00
2044	MCKELLAR ANDREW		0.00	0.00	0.00	0.00	0.00
2055	NEGATIVE ONE	NEGGY NANCY	0.00	0.00	0.00	0.00	0.00
2040	PONCO OMAX		0.00	0.00	0.00	0.00	0.00
2041	SMITH BOBBY		22.20	0.00	0.00	0.00	0.00
2042	SMITH SALLY-ANNE		35.60	0.00	0.00	0.00	0.00
1608	TOVOWW YOKD		5.10	0.00	0.00	0.00	0.00
1666	WOFOY APMYN		6.10	0.00	0.00	0.00	0.00
TOTAL (17):			5,214.95	0.00	0.00	0.00	0.00

** Note: The Total Due does not include any Account Credits

*** End of report ***

Ability to Include Credit Notes in the Invoice Reconciliation Summary Report

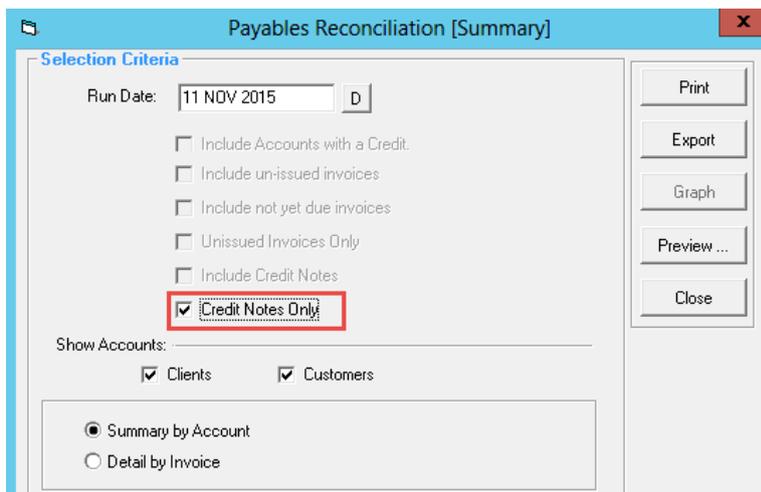
You now have the ability to run the Invoice Reconciliation Summary to Include Credit Notes that have been issued. This can be run by going to Reporting> POS> Reports> Invoices> Reconciliation Summary.



Ability to report for Credit Notes Only

You now have the ability to run the Invoice Reconciliation Summary to show 'Credit Notes Only'. This can be run by going to Reporting> POS> Reports> Invoices> Reconciliation Summary.

Select the Run date, tick 'Credit Notes Only' and select the 'Show Account' options as required.



Payables Reconciliation [Summary] for Clients and Customers
11 NOV 2015

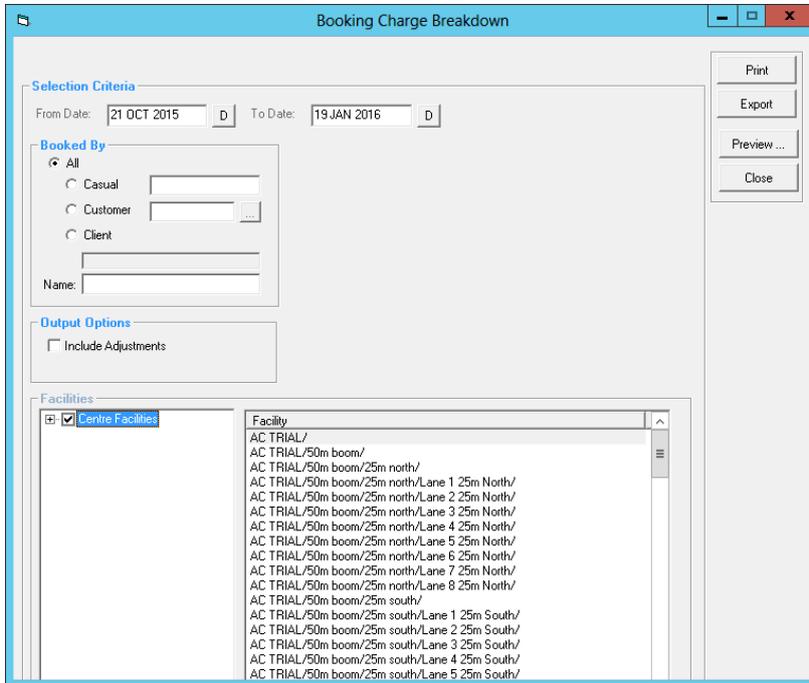
Account	Account Name	Contact	Total Due, \$	0 - 30,\$	31 - 60,\$	61 - 90,\$	90 +,\$
1	TEST SCHOOL	JON	-2,100.00	-2,100.00	0.00	0.00	0.00
TOTAL (1):			-2,100.00	-2,100.00	0.00	0.00	0.00

** Note: The Total Due does not include any Account Credits.

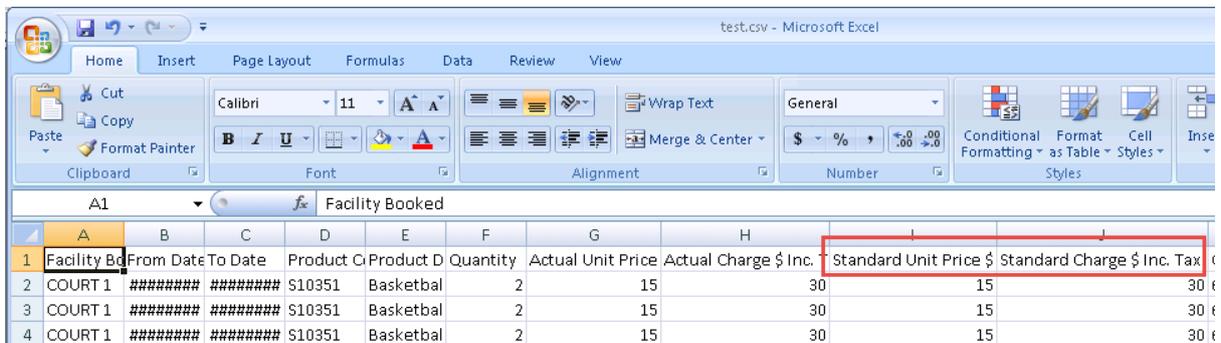
*** End of report ***

Extra columns for Booking Charge Breakdown Export

Extra fields have been added to the Booking Charge Breakdown Report as below. This report is found via Report> Facility> Booking Charge Breakdown.

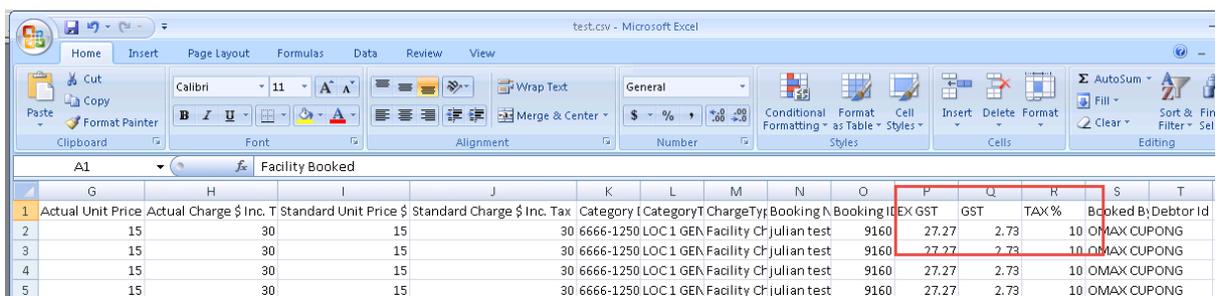


Standard Unit Price and Standard Charge columns have been added to reflect where a booking or other charge has been billed at a non-standard rate.



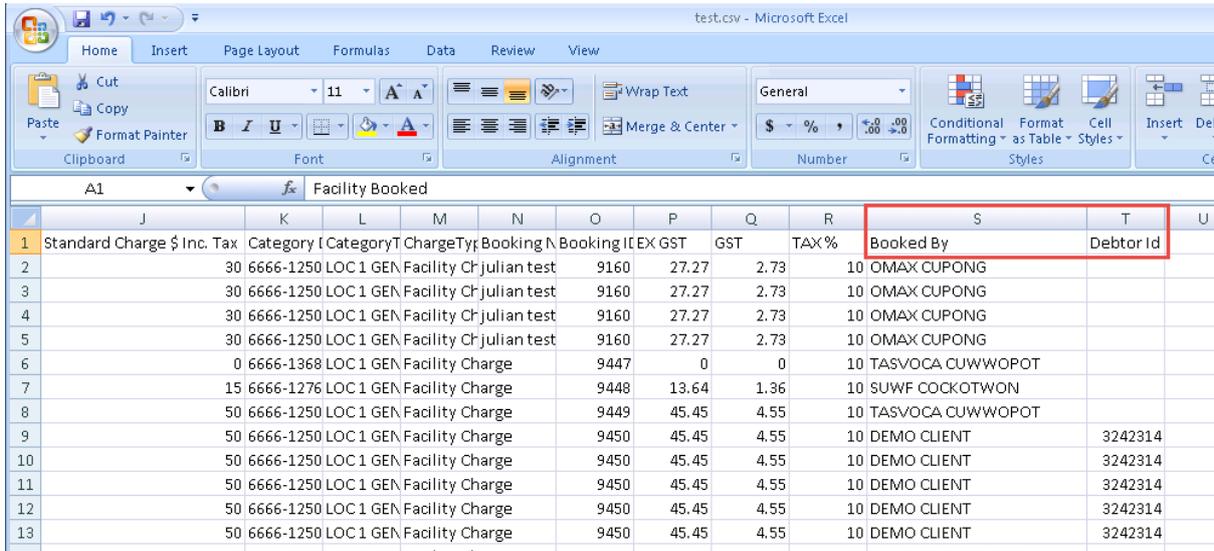
	A	B	C	D	E	F	G	H	I	J	K
	Facility Booked	From Date	To Date	Product Code	Product Description	Quantity	Actual Unit Price	Actual Charge \$ Inc.	Standard Unit Price \$	Standard Charge \$	Inc. Tax
1	COURT 1	#####	#####	S10351	Basketbal	2	15	30	15	30	0
2	COURT 1	#####	#####	S10351	Basketbal	2	15	30	15	30	0
3	COURT 1	#####	#####	S10351	Basketbal	2	15	30	15	30	0

Tax % column added.



	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Actual Unit Price	Actual Charge \$ Inc.	Standard Unit Price \$	Standard Charge \$ Inc. Tax	Category I	Category T	Charge Type	Booking N	Booking ID	EX GST	GST	TAX %	Booked By	Debtor Id
1	15	30	15	30	6666-1250	LOC 1	GEN Facility Ch	julian test	9160	27.27	2.73	10	OMAX CUPONG	
2	15	30	15	30	6666-1250	LOC 1	GEN Facility Ch	julian test	9160	27.27	2.73	10	OMAX CUPONG	
3	15	30	15	30	6666-1250	LOC 1	GEN Facility Ch	julian test	9160	27.27	2.73	10	OMAX CUPONG	
4	15	30	15	30	6666-1250	LOC 1	GEN Facility Ch	julian test	9160	27.27	2.73	10	OMAX CUPONG	
5	15	30	15	30	6666-1250	LOC 1	GEN Facility Ch	julian test	9160	27.27	2.73	10	OMAX CUPONG	

Booked by & Debtor ID added.



	J	K	L	M	N	O	P	Q	R	S	T	U
	Standard Charge \$	Inc. Tax	Category I	Category T	Charge Ty	Booking N	Booking I	EX GST	GST	TAX %	Booked By	Debtor Id
1	30	6666-1250	LOC 1	GEN	Facility Ch	Julian test	9160	27.27	2.73	10	OMAX CUPONG	
2	30	6666-1250	LOC 1	GEN	Facility Ch	Julian test	9160	27.27	2.73	10	OMAX CUPONG	
3	30	6666-1250	LOC 1	GEN	Facility Ch	Julian test	9160	27.27	2.73	10	OMAX CUPONG	
4	30	6666-1250	LOC 1	GEN	Facility Ch	Julian test	9160	27.27	2.73	10	OMAX CUPONG	
5	30	6666-1250	LOC 1	GEN	Facility Ch	Julian test	9160	27.27	2.73	10	OMAX CUPONG	
6	0	6666-1368	LOC 1	GEN	Facility Charge		9447	0	0	10	TASVOCA CUWWOPOT	
7	15	6666-1276	LOC 1	GEN	Facility Charge		9448	13.64	1.36	10	SUWF COCKOTWON	
8	50	6666-1250	LOC 1	GEN	Facility Charge		9449	45.45	4.55	10	TASVOCA CUWWOPOT	
9	50	6666-1250	LOC 1	GEN	Facility Charge		9450	45.45	4.55	10	DEMO CLIENT	3242314
10	50	6666-1250	LOC 1	GEN	Facility Charge		9450	45.45	4.55	10	DEMO CLIENT	3242314
11	50	6666-1250	LOC 1	GEN	Facility Charge		9450	45.45	4.55	10	DEMO CLIENT	3242314
12	50	6666-1250	LOC 1	GEN	Facility Charge		9450	45.45	4.55	10	DEMO CLIENT	3242314
13	50	6666-1250	LOC 1	GEN	Facility Charge		9450	45.45	4.55	10	DEMO CLIENT	3242314

Additional Columns/Filter for Booking Charges vs Paid Report

Report> Facility> Booking Charges vs Paid Report.

Total Booking Charges column added (reflects all charges for the booking ID regardless of date filter)

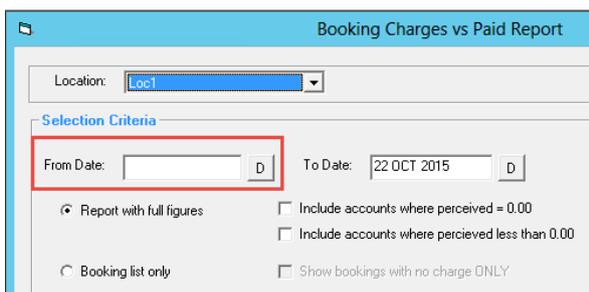
Difference column added (illustrates the difference between charges for this date period and Total Charges)

Test 3 Location 1

Facility Booking Charges versus Paid Report From : 1 Jan 1900 To : 22 Oct 2015

Client	Booking Id	Booking Name	Prime Usage	Charges	Total Booking Charges	Difference	Total Paid Direct	Pre Payments Assigned	Perceived Balance
DEMO SWIM CLUB	MATT	59	Demo Swim Club Lane Hire	45	45	0	0	0	45
DEMO SWIM CLUB	MATT	70	Test	40	20	0	0	0	20
DEMO SWIM CLUB	MATT	70	Test	40	20	0	0	0	20
DEMO SWIM CLUB	MATT	74		75	55	0	0	0	55
DEMO SWIM CLUB	MATT	74		75	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DIANNE WESTON	41		Web booking	45	45	45	0	0	0
INDIANA JONES	2			0	0	0	0	0	0

Added ability to have no 'From Date' selected allowing for all booking charges to be included.



Booking Charges vs Paid Report

Location: Loc1

Selection Criteria

From Date: [Empty] To Date: 22 OCT 2015

Report with full figures Include accounts where perceived = 0.00

Booking list only Include accounts where perceived less than 0.00

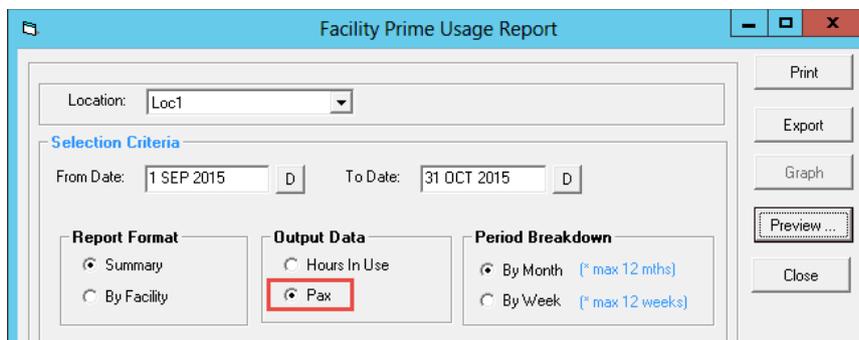
Show bookings with no charge ONLY

Facility Booking Charges versus Paid Report From : 1 Jan 1900 To : 22 Oct 2015

Client	Booking Id	Booking Name	Prime Usage	Charges	Total Booking Charges	Difference	Total Paid Direct	Pre Payments Assigned	Perceived Balance
DEMO SWIM CLUB	MATT	59	Demo Swim Club Lane Hire	45	45	0	0	0	45
DEMO SWIM CLUB	MATT	70	Test	40	20	0	0	0	20
DEMO SWIM CLUB	MATT	70	Test	40	20	0	0	0	20
DEMO SWIM CLUB	MATT	74		75	55	0	0	0	55
DEMO SWIM CLUB	MATT	74		75	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DEMO SWIM CLUB	MATT	76		60	20	0	0	0	20
DIANNE WESTON	41		Web booking	45	45	45	0	0	0
INDIANA JONES	2			0	0	0	0	0	0

Prime Usage by Pax

The Prime Usage report can now be run by Pax.


By Activity and Month
Prime Usage Report - Summary Totals By Month
 From : 1 Sep 2015 To : 31 Oct 2015

Activity / PrimeUsage	Sep 2015	Oct 2015
	50	0
Program Review	0	0
Badminton	4	0
Swimming	0	0
Basketball	10	0
Total Pax	64	0

End of report.

By Activity and Week
Prime Usage Report - Summary Totals By Week
 From : 1 Sep 2015 To : 31 Oct 2015

Activity / PrimeUsage	1 Sep	8 Sep	15 Sep	22 Sep	29 Sep	6 Oct	13 Oct	20 Oct
	0	0	50	0	0	0	0	0
Program Review	0	0	0	0	0	0	0	0
Badminton	0	4	0	0	0	0	0	0
Swimming	0	0	0	0	0	0	0	0
Basketball	0	0	10	0	0	0	0	0
Total Pax	0	4	60	0	0	0	0	0

End of report.

By Facility and Week

Test 3 Location 1

Prime Usage Report - Hours of Facility Usage by Type of Activity ByWeek
From : 1 Sep 2015 To : 31 Oct 2015

Facility : Room 1

Activity / PrimeUsage	1 Sep	8 Sep	15 Sep	22 Sep	29 Sep	6 Oct	13 Oct	20 Oct
	0	0	0	0	0	0	0	0
Program Review	0	0	0	0	0	0	0	0
Total Pax	0	0	0	0	0	0	0	0

Facility : Court 1

Activity / PrimeUsage	1 Sep	8 Sep	15 Sep	22 Sep	29 Sep	6 Oct	13 Oct	20 Oct
	0	0	0	0	0	0	0	0
Basketball	0	0	10	0	0	0	0	0
Total Pax	0	0	10	0	0	0	0	0

Facility : 50M Lane 1

Activity / PrimeUsage	1 Sep	8 Sep	15 Sep	22 Sep	29 Sep	6 Oct	13 Oct	20 Oct
	0	0	40	0	0	0	0	0
Swimming	0	0	0	0	0	0	0	0
Total Pax	0	0	40	0	0	0	0	0

Facility : 50M Lane 2

Activity / PrimeUsage	1 Sep	8 Sep	15 Sep	22 Sep	29 Sep	6 Oct	13 Oct	20 Oct
	0	0	0	0	0	0	0	0
Swimming	0	0	0	0	0	0	0	0
Total Pax	0	0	0	0	0	0	0	0

By Facility and Month

Test 3 Location 1

Prime Usage Report - Hours of Facility Usage by Type of Activity ByMonth
From : 1 Sep 2015 To : 31 Oct 2015

Facility : Room 1

Activity / PrimeUsage	Sep 2015	Oct 2015
	0	0
Program Review	0	0
Total Pax	0	0

Facility : Court 1

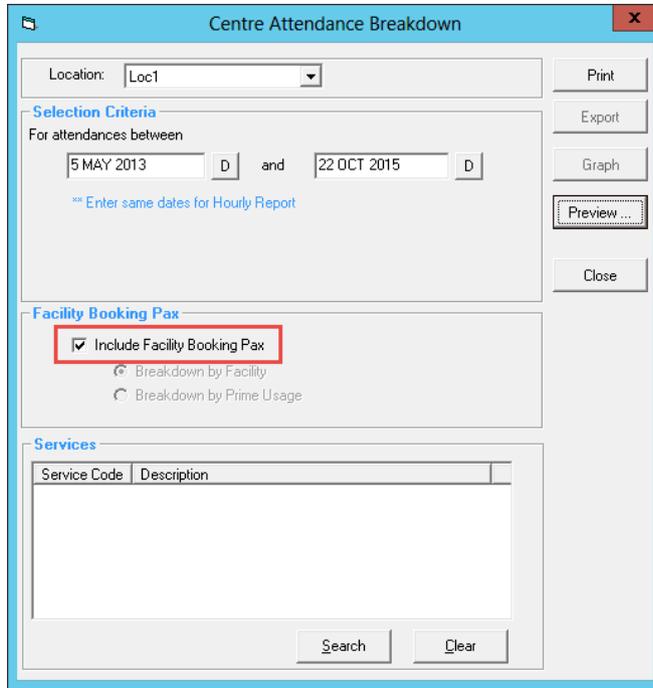
Activity / PrimeUsage	Sep 2015	Oct 2015
	0	0
Basketball	10	0
Total Pax	10	0

Facility : 50M Lane 1

Activity / PrimeUsage	Sep 2015	Oct 2015
	40	0
Swimming	0	0
Total Pax	40	0

Pax on Centre Attendance Breakdown

Pax has the ability to record on the Centre Attendance breakdown report. This enables you not to sell a free service for those who attend facility bookings that are not charged, or alternatively compare those who paid and didn't for a particular service sold.



Test 3 Location 1

Centre Attendance Breakdown Report [Location Loc1]
for customers attending between 5 MAY 2013 and 22 OCT 2015

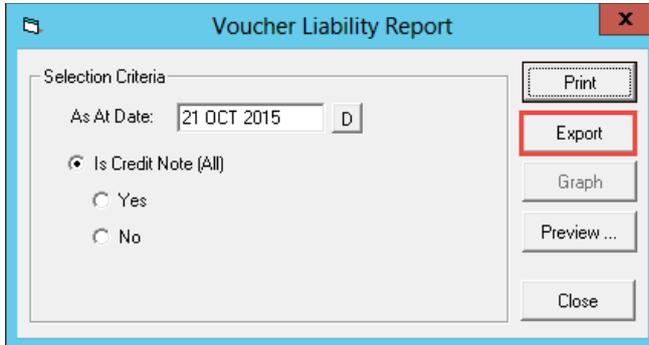
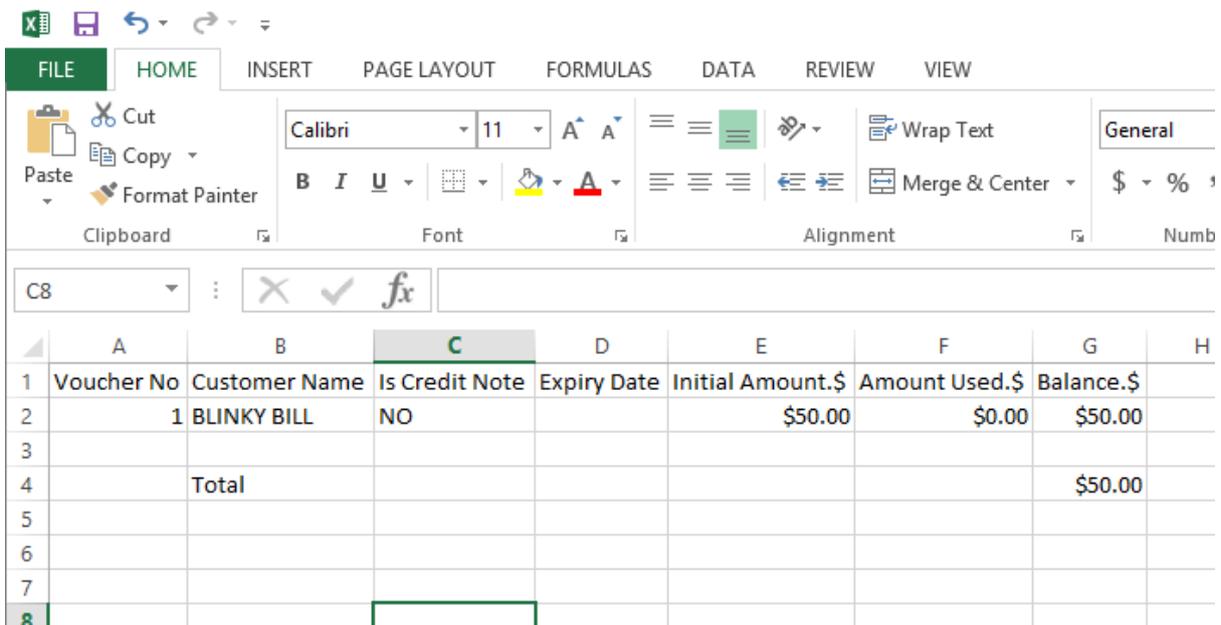
Facility	Pax
BADMINTION 1	9
BIRTHDAY PARTY	1
COS	4
Court 1	10
GEOFF 30MIN	8
GEOFF 60 MIN	1
HEALTH CLUB	4
Room 1	0

Total Pax: 102

End of report

Ability to now Export the Voucher Liability Report

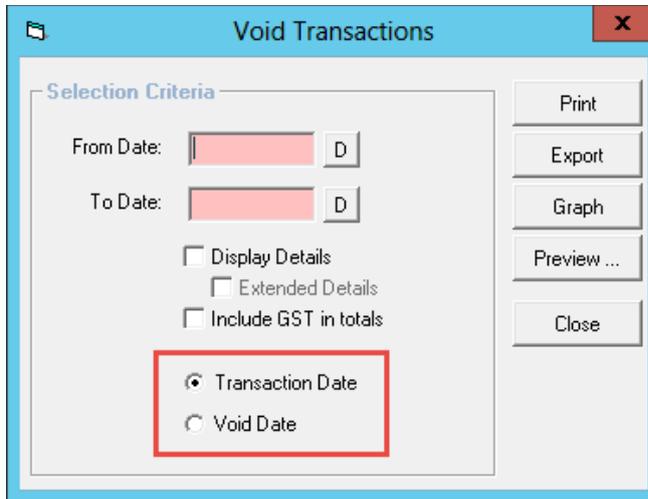
You now have the ability to export the Voucher Liability Report.

	A	B	C	D	E	F	G	H
1	Voucher No	Customer Name	Is Credit Note	Expiry Date	Initial Amount.\$	Amount Used.\$	Balance.\$	
2	1	BLINKY BILL	NO		\$50.00	\$0.00	\$50.00	
3								
4		Total					\$50.00	
5								
6								
7								
8								

Additional Switch for the Void Transaction Report

This report now allows you to show either the Void Date or Transaction Date



- **Transaction Date:** will show the date of when the original transaction occurred
- **Void Date:** the date the void actually occurred

Report Preview – Transaction Date Flagged

Void Transaction Summary Report

From 11 JAN 2016 to 11 JAN 2016

TILL1

Till	Date	Time	No	Amount,\$	Staff	Reason
TILL1	11 Jan 16	12:31	4	\$10.00	1	CANCELLATION
TILL1	11 Jan 16	13:10	15	\$60.00	1	TEST
TOTAL				\$70.00		

Grand Total: \$70.00

Report Preview – Void Date Flagged

Void Transaction Summary Report

From 11 JAN 2016 to 11 JAN 2016

TILL1

Till	Date	Time	No	Amount,\$	Staff	Reason
TILL1	08 Jan 16	16:56	3	\$240.00	1	TEST
TILL1	11 Jan 16	12:31	4	\$10.00	1	CANCELLATION
TILL1	11 Jan 16	13:10	15	\$60.00	1	TEST
TOTAL				\$310.00		

Grand Total: \$310.00