



## **Links Modular Solutions Beta Version 9.8.0.0 Release Notes**

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## Contents

Links Modular Solutions Beta Version 9.8.0.0 Release Notes .....	1
Overview .....	4
POS.link changes .....	5
Ability to input client, customer and account IDs on account search screens .....	6
Company code and Account manager for clients .....	6
New debtor number field for account holders .....	8
Multiple templates for invoices .....	9
New fields in account invoice template .....	11
Ability to filter lines on invoices .....	12
Ability to apply credit to invoices .....	13
Bulk Issue screen changes .....	15
Ability to unissue invoice: .....	16
Invoice payments can be returned to credit on unissued invoices .....	17
Ability to separate sessions by categories at POS .....	18
Ability to move forward and back on the session touch screens .....	19
Customer Accounts on Cards .....	20
Ability for Customer Accounts to be paid for via DD (Linkspay Only) .....	23
Ability to record note on receipt at POS .....	24
Option to display prices on touchscreen buttons .....	26
Access.link changes .....	27
Reciprocal rights in Access2 .....	28
Reporting.link changes .....	29
Changes to the invoice reconciliation report .....	30
Changes to Sales category reports to include customer accounts .....	31
Bookings by Prime usage report .....	32
Bookings by date Report (Changes) .....	33
Booking usage by child report .....	34
Facility Booking vs Paid report .....	35
Admin.link changes .....	36
Ability for staff to use their swipe card for login .....	37
Ability to push service code charges to other fee types in Facility setup .....	37

New security setting to prevent certain groups from applying payment to unissued invoices.....	38
Disable ability to apply to unissued invoices for certain security groups.....	39
Ability to push service codes/charges to other fee types in facility setup .....	40
Pay.link changes.....	41
Extra Add to DD run-type.....	42
Top-up Accounts .....	43
Facility.link changes .....	45
Templated facility booking confirmation letter.....	46
Bulk facility confirmation letters.....	49
Master Booking ID.....	51
Ability to record credit payments against a master booking ID .....	52
Ability to re-assign pre-paid booking credit.....	53
Display Booking ID/Name in results of the multiple booking clash screen .....	54
Facility booking adjustments .....	55
Ability to set a price per hour for facilities .....	58
Customer is now the default type for facility bookings.....	58
Client bookings now default to invoice payment .....	59
Ability to book facilities to midnight.....	59
Pop-up to indicate if account in debt when making booking.....	60
Ability to view vacancies by day .....	61
Larger Facility booking screen .....	62
Facility Override Screen (changes).....	63
Facility booking Multi-Edit screen.....	64

## Overview

This is a sub-version of Links 9.00 available for selected sites only. The main changes are reflected in Facility Client Invoicing and Add to DD. It is however not a major version so 9.30 remains the latest support version. Please note this is a beta version and if bugs are found ONLY critical daily operational items are fixed before the next major version. By installing this version you accept understanding that you may need to work around bugs whilst the final version is being prepared.

POS.link changes

## Ability to input client, customer and account IDs on account search screens

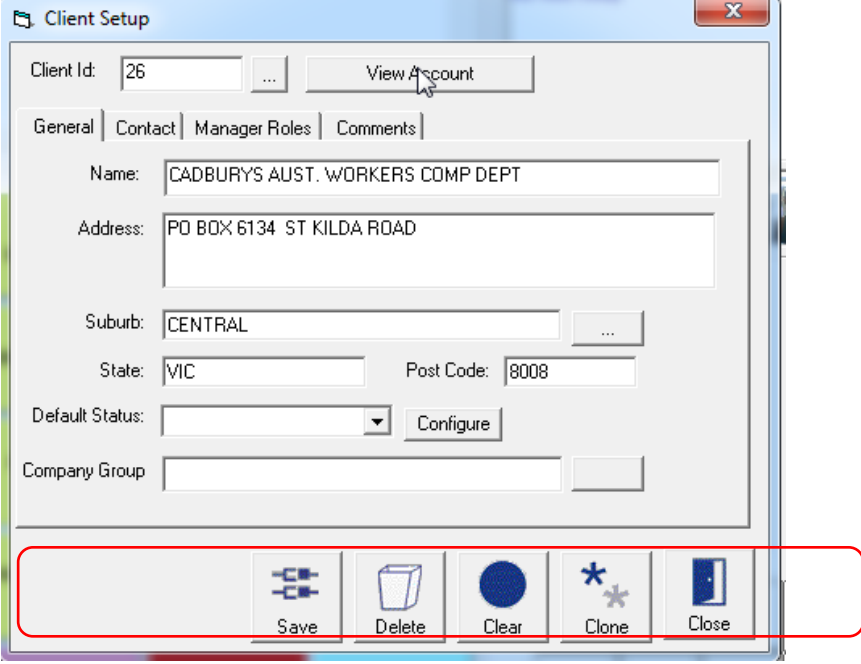
The search screens now have the ability to input the ID of the client, customer, or account:



The screenshot shows a window titled "Select an Account" with a close button (X) in the top right corner. The window contains the text "Select Account, Client or Customer". Below this, there are three input fields: "Account:", "Client:", and "Customer:". To the right of the "Client:" and "Customer:" fields are "Search" buttons. At the bottom of the window is an "Exit" button.

## Company code and Account manager for clients

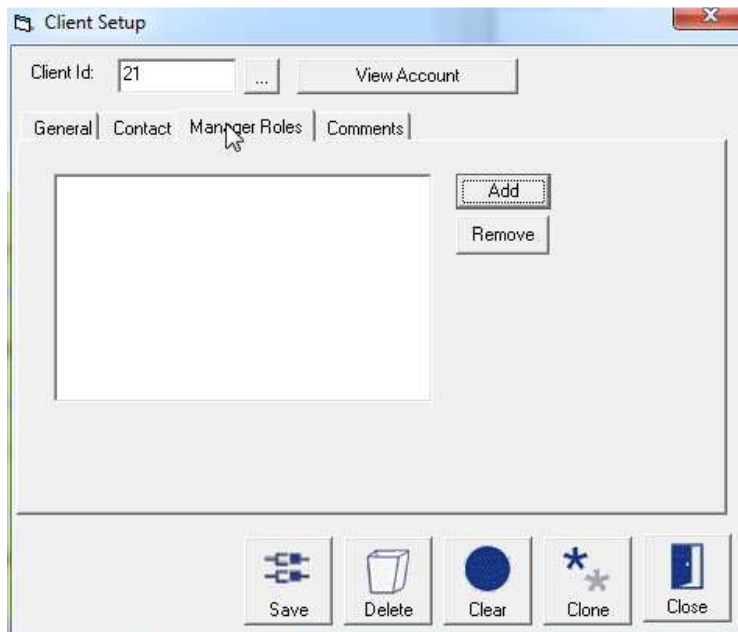
There is now a field in the client screen called company group:



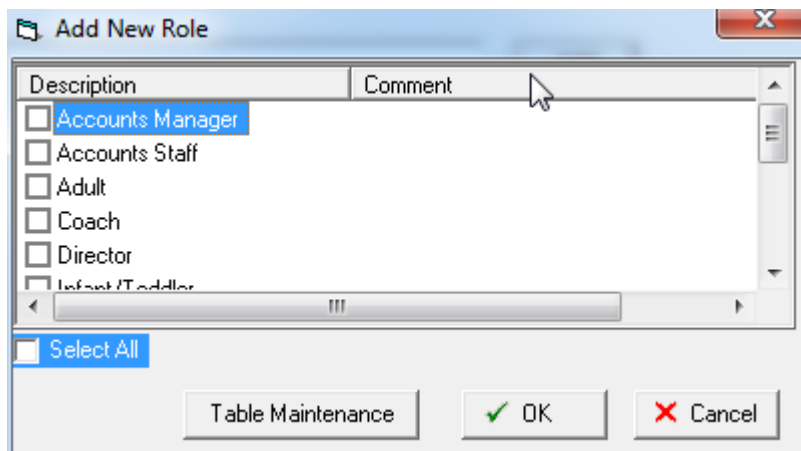
The screenshot shows a window titled "Client Setup" with a close button (X) in the top right corner. The window has a tabbed interface with tabs for "General", "Contact", "Manager Roles", and "Comments". The "General" tab is selected. It contains several input fields: "Client Id:" with the value "26" and a "View Account" button; "Name:" with the value "CADBURY'S AUST. WORKERS COMP DEPT"; "Address:" with the value "PO BOX 6134 ST KILDA ROAD"; "Suburb:" with the value "CENTRAL" and a dropdown arrow; "State:" with the value "VIC"; "Post Code:" with the value "8008"; "Default Status:" with a dropdown arrow and a "Configure" button; and "Company Group:" with an empty input field. At the bottom of the window, there is a red-bordered box containing five buttons: "Save", "Delete", "Clear", "Clone", and "Close".

This can be used to group several clients together in order to filter when searching.

The client screen also now has the ability to add a role or roles to the client in order for better filtering when searching.



The assigned roles can be seen under the manager roles tab.



The user can choose from roles already created or create new ones through the table maintenance tab.

## New debtor number field for account holders

There is now an extra field in the Account Maintenance screen allowing for users to store the debtor number assigned to an account holder in their accounting software:

The screenshot shows the 'Account Maintenance' window. At the top, there's a title bar with a close button. Below it, the 'Account Id' is set to '1159' with a dropdown arrow, and a checkbox for 'Include Paid Invoices' is unchecked. The 'Client' field contains 'TAEKWONDO AUSTRALIA - GREG BUTTERWORTH' and a sub-field below it contains 'GREG BUTTERWORTH'. A table with columns 'Invoice No', 'Start Date', 'End Date', 'Due Date', 'Total, \$', and 'Due, \$' is present but empty. At the bottom, the 'Debtor #' field is highlighted with a red box and contains the value '12345'. To its right, 'Credit On Account: \$' is '190.80' and 'Account Balance: \$' is '0.00'. At the very bottom are buttons for 'Unissue', 'View Invoice', 'Credit Info', 'Issue', and 'Close'.

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
------------	------------	----------	----------	-----------	---------

Debtor #: 12345

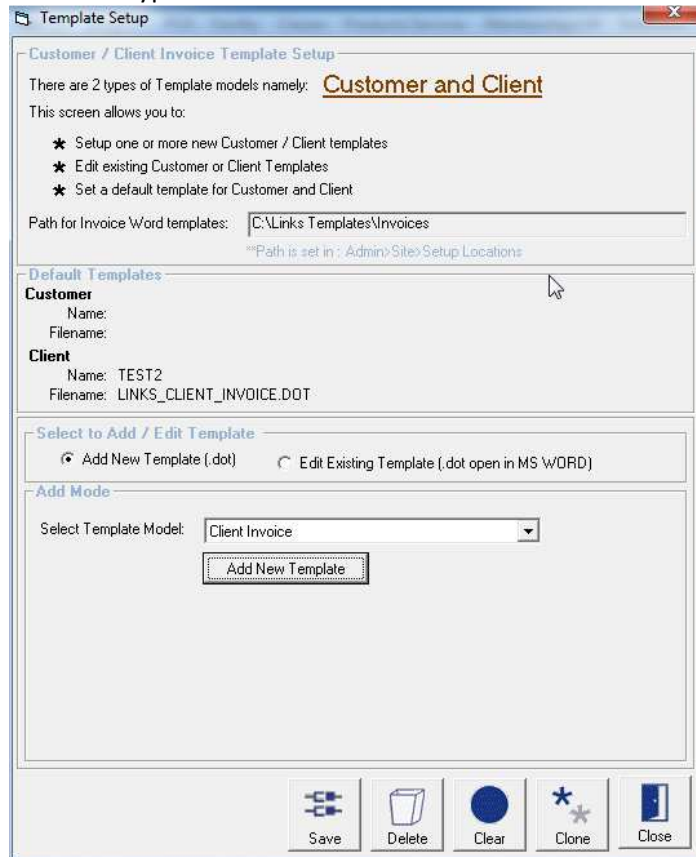
Credit On Account: \$ 190.80  
Account Balance: \$ 0.00

Unissue View Invoice Credit Info Issue Close

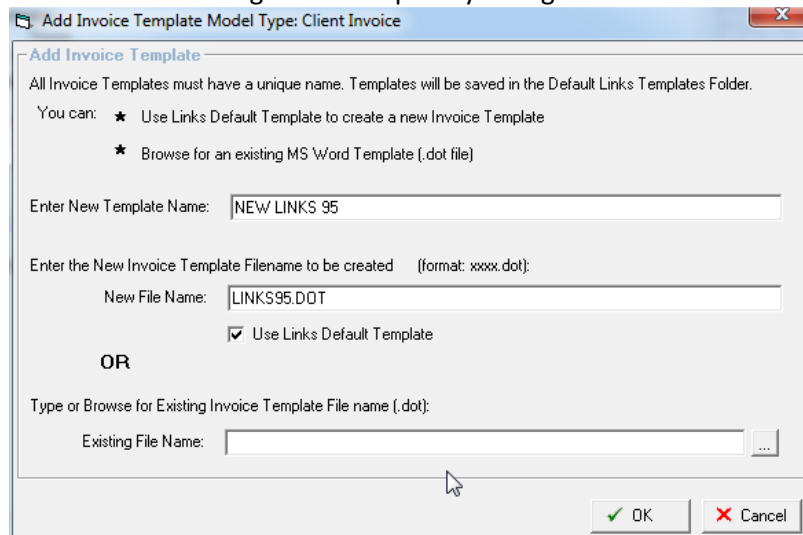


## Multiple templates for invoices

There is now the option to have multiple invoice templates in Links under each of the Client and Customer types:



The screen for adding has subsequently changed:



You can add a new template or use an existing base template for modification.

**Template Setup**

**Customer / Client Invoice Template Setup**

There are 2 types of Template models namely: **Customer and Client**

This screen allows you to:

- ★ Setup one or more new Customer / Client templates
- ★ Edit existing Customer or Client Templates
- ★ Set a default template for Customer and Client

Path for Invoice Word templates:

\*\*Path is set in : Admin>Site>Setup Locations

**Default Templates**

**Customer**

Name:

Filename:

**Client**

Name: TEST2

Filename: LINKS\_CLIENT\_INVOICE.DOT

**Select to Add / Edit Template**

☐ Add New Template (.dot) ☒ Edit Existing Template (.dot open in MS WORD)

**Edit Mode**

Select Template Model:

Browse for the Existing Template to Edit

Template Name:

File Name:

☐ Set as default template for the Client Invoice Model

You can edit any of the existing templates through the edit option.

**Issue Invoice**

**Invoice Details**

Due Date:  Start Date:  End Date:

Path for Invoice Word templates:

Select Invoice Template:

Date	Transaction Id	Product	Description	Qty	Total \$
7 DEC 2011	6621	S004	FACILITY RENTAL: F005 Dec 14 2011 11:45...	2	160.00

Grand Total: \$

TAX Amount: \$

Total Payments: \$

Balance Due: \$

When issuing an invoice a dropdown box is provided to select which template to use for a particular occasion.

## New fields in account invoice template

Two new fields have been to the account invoice template:

The screenshot shows an account invoice template with the following fields and structure:

**Client Information:**

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

**Invoice Header:**

**TAX INVOICE**

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

**Payment Information:**

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

**Closing:**

Regards,  
 Your friendly debt collector.

DATE	PRODUCT	QTY	TOTAL	GST
{ILineTranDate}	{ILineDescription} {ILineMemVPHolderName} {ILineMemVPHolderId}	{ILineQuantity}	{ILineTotal}	{ILineGST}

**TOTALS:**

- TOTAL: {InvoiceTotal}
- GST: {InvoiceGST}
- PAID: {InvoicePaid}
- BALANCE DUE: {InvoiceBalanceDue}

The 'Available Fields' dialog box lists the following fields:

- InvoiceTotal
- InvoiceDueDate
- ILineTranDate
- ILineQuantity
- ILineTotal
- ILineGST
- ILineProduct
- ILineMemVPHolderName
- ILineMemVPHolderId
- InvoiceGST
- InvoiceBalanceDue
- ILineDescription
- AccountID
- BookingID

1. Account ID – one time merge field for Invoice header
2. Booking ID – repeatbale field aligned with Line description etc





Double clicking on a credit line will display which invoices the credit was applied to:

The screenshot displays three overlapping windows from a software application:

- Account Maintenance** (Background):
  - Account Id: 299
  - Client: A.V. WORKS - DOUGAL FANNING
  - Include Paid Invoices: ☒
  - Table:
 

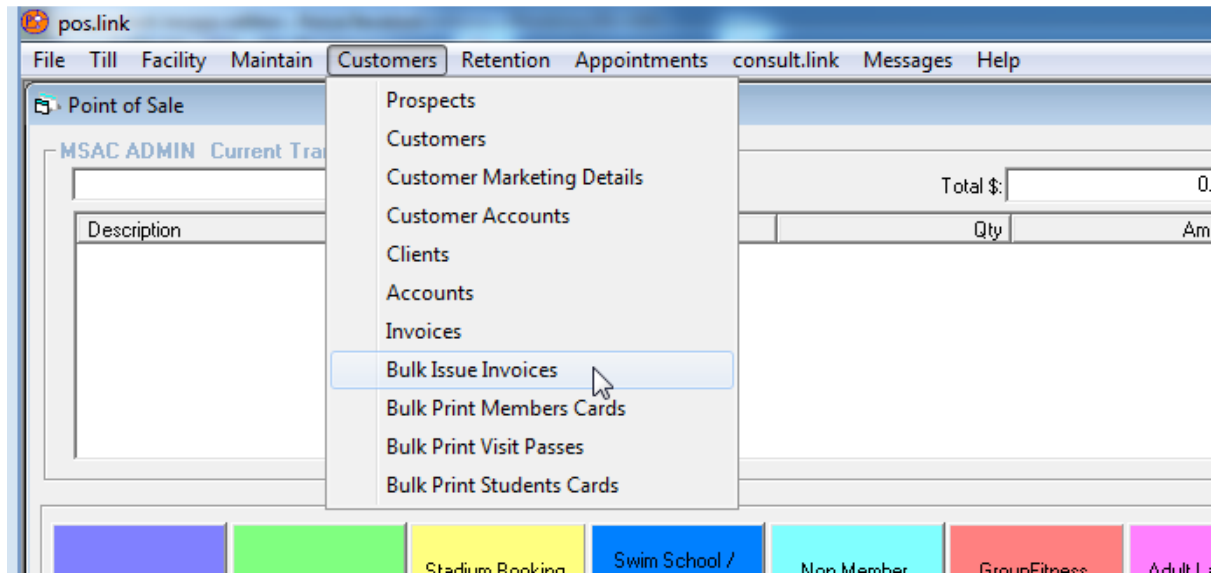
Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
473	30 MAY 2012	30 MAY 2012	21 JUN 2012	4,560.00	0.00
472	30 MAY 2012	30 MAY 2012	6 JUN 2012	9.95	9.75
16	27 JAN 2012	30 MAY 2012	30 MAY 2012	3,546.75	0.00
- Payment Details** (Middle):
  - Table:
 

Date	Credit Remainin...	Booking Id	Trans Id	Total, \$
30 MAY 2012	440.00		254587	5,000.00
30 MAY 2012	0.00		254585	3,546.95
- Account Payments** (Foreground):
  - Table:
 

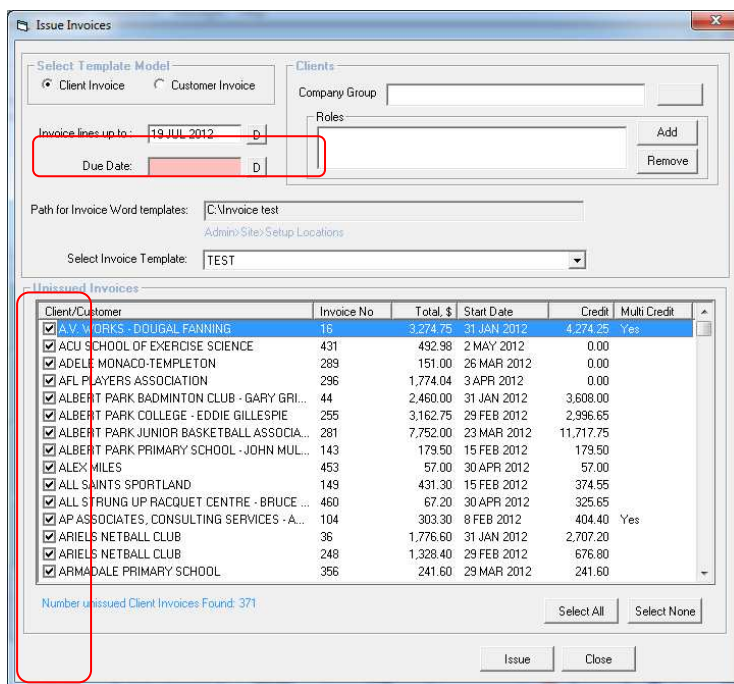
Date	Invoice Id	Trans Id	Booking Id	Amount\$
30 MAY 2012	Unassigned	254587		440.00
30 MAY 2012	473	254587		1,200.00
30 MAY 2012	473	254587		1,300.00
30 MAY 2012	473	254587		1,560.00
30 MAY 2012	473	254587		500.00



## Bulk Issue screen changes



This is now located in the POS module rather than the Admin module in the menu as above.



The invoices to issue can now be selected using the checkboxes.

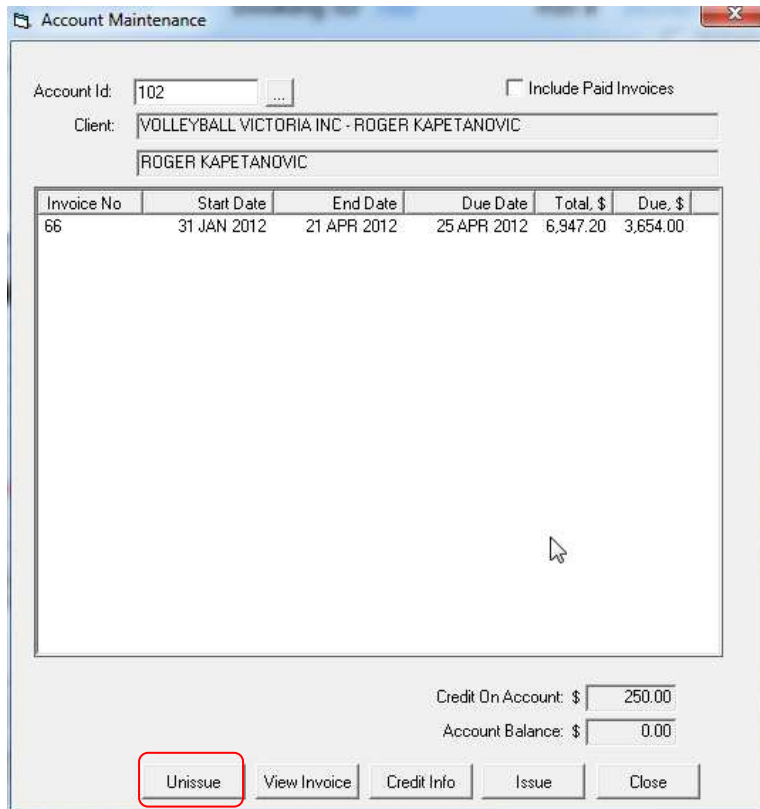
A limit can also be applied to the date for which the invoices are issued using the date filter circled above.

Links will now automatically apply any credit assigned to booking IDs contained within these invoices at the time of issuing.

The Multi credit column indicates where invoices contain multiple bookings/credits available.

## Ability to unissue invoice:

Users can now unissue an invoice in order to apply credit or include extra invoice lines. This is performed with the 'Unissue' button in the invoice screen (circled below):



Account Maintenance

Account Id: 102 ☐ Include Paid Invoices

Client: VOLLEYBALL VICTORIA INC - ROGER KAPETANOVIC

ROGER KAPETANOVIC

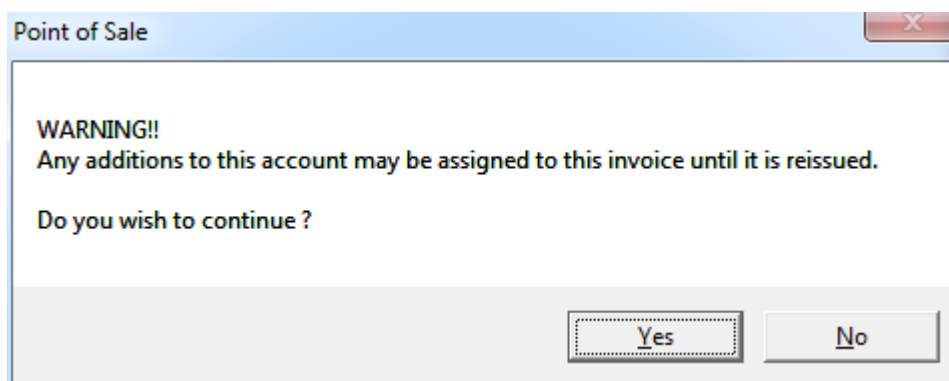
Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
66	31 JAN 2012	21 APR 2012	25 APR 2012	6,947.20	3,654.00

Credit On Account: \$ 250.00

Account Balance: \$ 0.00

**Unissue** View Invoice Credit Info Issue Close

The following message will display to warn users of the dangers of unissuing an invoice:



Point of Sale

**WARNING!!**  
Any additions to this account may be assigned to this invoice until it is reissued.

Do you wish to continue ?

Yes No

And the invoice will become unissued.



## Invoice payments can be returned to credit on unissued invoices

There is a new area in the invoice issue screen detailing payments made against the invoice:

**Issue Invoice**

**Invoice Details**

Due Date:  D

Select a Date Range

Start Date:  1 FEB 2012 D End Date:  7 JUN 2012 D Apply

Path for Invoice Word templates: T:\LinksTemplates\Invoices

Select Invoice Template: CLIENT\_INVOICE\_DEFAULT

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
1 FEB ...	65043	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40	
1 FEB ...	65044	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40	
1 FEB ...	65045	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40	
1 FEB ...	65046	S10080	Booking - Badminton Bookings: BAD...	516	38	73.15	
3 FEB ...	69955	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40	
3 FEB ...	69957	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40	
3 FEB ...	70015	S10080	Booking - Badminton Bookings: BAD...	516	10	19.25	
3 FEB ...	70016	S10080	Booking - Badminton Bookings: BAD...	516	10	19.25	
3 FEB ...	70020	S10080	Booking - Badminton Bookings: BAD...	516	4	7.70	
3 FEB ...	70021	S10080	Booking - Badminton Bookings: BAD...	516	2	9.85	
3 FEB ...	70063	S10080	Booking - Badminton Bookings: BAD...	269	46	100.55	
3 FEB ...	70094	S10080	Booking - Badminton Bookings: BAD...	269	14	26.95	
3 FEB ...	70131	S10080	Booking - Badminton Bookings: BAD...	269	8	15.40	

☒ Select All

**Credit to Assign**

Date	Booking Id	Due	Pay
27 Feb 2012		15.40	0.00
27 Feb 2012		15.40	0.00
27 Feb 2012		73.15	0.00
27 Feb 2012		15.40	0.00

**Payments Made**

Date	Booking Id	Amount
27 FEB 2012	0	15.40
27 FEB 2012	0	15.40
27 FEB 2012	0	15.40

**Selected Lines**

Total Selected: \$ 2058.20

Credit: \$ 0.00

Payments Made: \$ 1138.20

Balance Due: \$ 920.00

GST Amount: \$ 187.18

**All Lines**

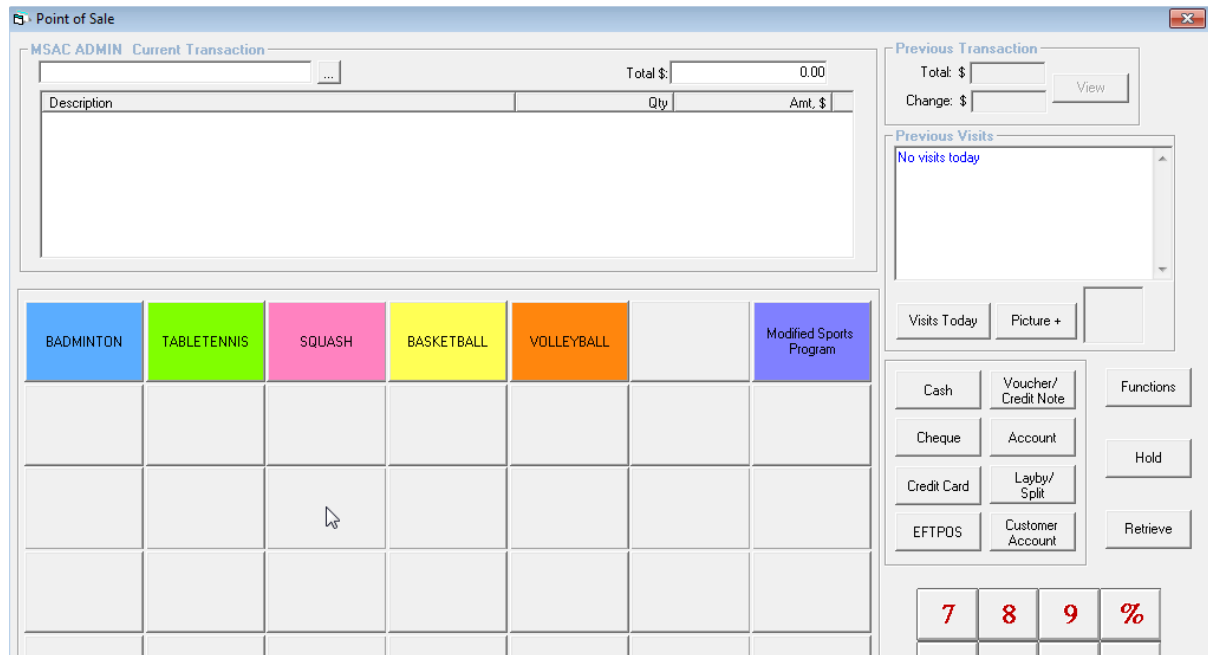
Grand Total: \$ 2058.20

GST Amount: \$ 187.18

OK Cancel

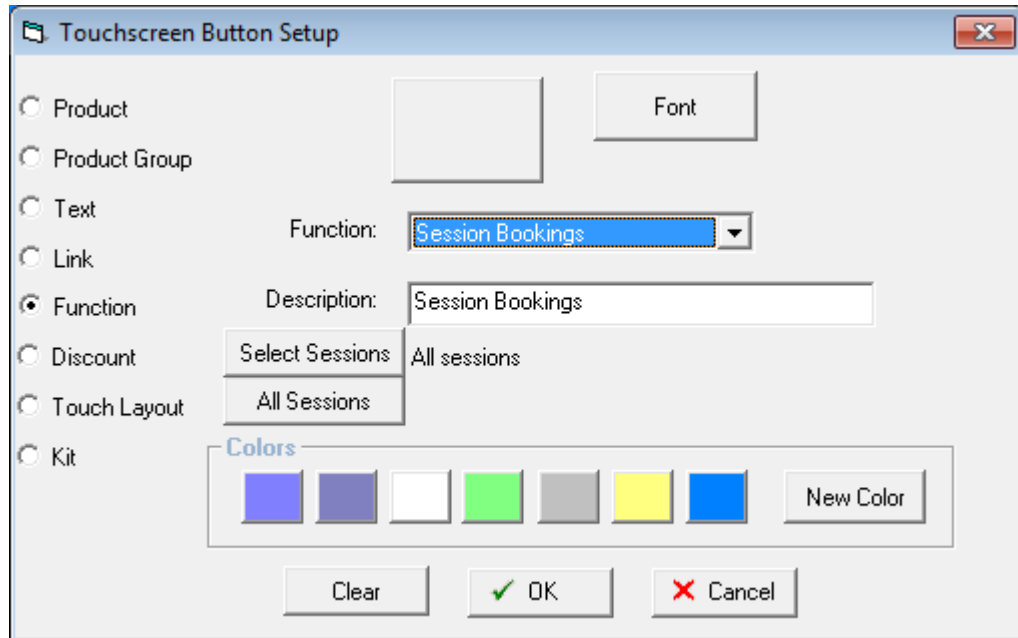
If you highlight one of these payments and click on the red 'x' then that invoice payment will be returned to credit.

## Ability to separate sessions by categories at POS



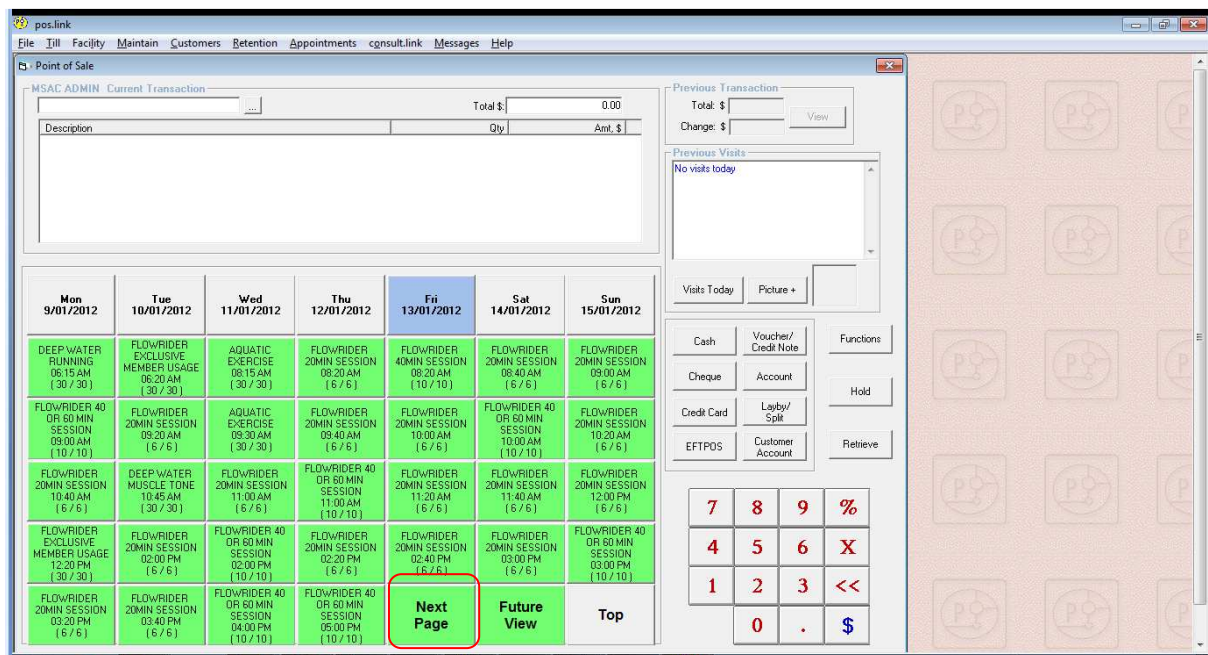
There is now the ability to have multiple touch buttons for different types of sessions at POS.

To achieve this you will need to dedicate different types of sessions to the button in the touchscreen layout screen:



Click on the **Select Sessions** button to assign session categories.

## Ability to move forward and back on the session touch screens



There is now a 'Next' button (circled above). On pages where you can move in both directions a previous button will also be present.

## Customer Accounts on Cards

There has been a change to the setup and operation of customer accounts to incorporate the ability to pay off an account via Linkspay. The accounts are by location so customers in multi-location environments will need to have a separate account for each location they operate in.

Set Customer Accounts on under **Admin> Site> Setup Customer Accounts**

Open the customer accounts screen under **POS> Customers> Customer Accounts**

Person ID: 3957 5  
ANDREW PRESTON

Current Balance : \$ 6640.00 \$6,548.00 pending.  
Account Started: 16/11/2011  
Account Closed:

Add To DD **Cards** Account Lines History

Allocate New Card Assign Card to Account Activate Card

CardNumber	Person	Card Issued	Card Expired	Active on Acct	Assigned To Account
39573957	ANDREW PRESTON	22/11/2011		True	This Account
75937593	ANDREW PRESTON	24/11/2011		True	Another account

Save changes to account Close

A card will need to be assigned to the account and each account will need its own card.

The card is used to identify that the customer is in fact the owner of the account.

pos.link

File Till Facility Maintain Customers Retention Appointments consult.link Messages Help

Point of Sale

TILL ADMIN Current Transaction

Description: P057 - CAMISOLE ORANGE ADMD Qty: 1 Amt: \$ 24.00

Total \$: 24.00

Previous Transaction: Total: \$ 0.00 Change: \$ 0.00 View

Previous Visits

Customer Account

Card Number:   
Customer ID:

This Transaction: \$ 24.00  
Current Balance: \$ 0.00

Cancel OK

FOOD DRINK PARTIES  
DIAPERS GOGGLES DANCE  
SODA Units BAKED CHIPS Units SUNCHIPS Units  
Family Swims Membership Parent Night out Membership Full Membership  
5 POOL VISITS 10 POOL VISITS 10 GYM VISITS  
BIRTHDAY PARTIES (\$295.00) FAMILY NIGHT (\$15.00) SINGLE FAMILY NIGHT (\$5.00) CAMP Customer Accounts Attendance Screen Top

Voucher/ Credit Note Account Layby/ Split Customer Account Functions Hold Relieve

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

The card number will be swiped at POS in order to assign the transaction to the correct account.

Customer Accounts

Person ID: 3695 22  
HOMER BEER

Current Balance : \$ 376.00  
Account Started: 30/11/2011  
Account Closed:

Add To DD Cards **Account Lines** History

Date	Time	Description	Debit	Credit	Line Balance	TranId	Status
30/11/2011	11:30	Payment		400.00	376.00	6580	
30/11/2011	11:30	Purchase CAMISOLE ORANGE...	24.00		0.00	6581	

83

Total Debit : \$ -24.00 Total Credit : \$ 400.00 Total Balance : \$ 376.00 [Reallocate Accounts](#)

[Save changes to account](#) [Close](#)

The amount will then appear in the customer account screen.

**Note:** Unless the site is using Linkspay the accounts cannot have a balance of below \$0.00. All other sites will have to add money to the account before purchases can be made.

## Ability for Customer Accounts to be paid for via DD (Linkspay Only)

Customer Accounts

Person ID: 3957 5  
ANDREW PRESTON

Current Balance : \$ 6640.00 \$6,548.00 pending.  
Account Started: 16/11/2011  
Account Closed:

**Add To DD** Cards Account Lines History

Activate Account for Direct Debit

Deactivate Account for Direct Debit

Direct Debit Account Information

**Force Add to DD process**  
☒ Debit in the next Add to DD run

**Add to DD process rules**  
☒ Top up if below Lower Limit  
☒ Top up every Links DD  
☒ Top up every Add to DD cycle

**Add to DD Notification**  
☐ Send email statement when debitted  
☐ Send SMS when debitted

Save changes to account Close

Once Activated for Direct Debit there is the option to have the balance debited in the next run or have the account topped up automatically by DD (if overrides are allowed through Pay.Link)

This process is only available for those clients using Linkspay as their debiting service.



## Ability to record note on receipt at POS

Product Location Setup

Product

Code: P009

Description: HOODED TOWELS

Location: LOCATION1 Set Status ACTIVE

Pricing Reporting Stock

Pricing

TAX: 7.75 %

Avg. Cost (ex TAX): \$18.00

☐ Stop Override

☐ Require User Login on Sale

☒ Require Customer/Casual

☒ Always print receipt

Add to Store

Store	Price, \$	On Hand
LOCATION 1 FD	19.39	204

Store:

Advertised Price (inc TAX): \$0.00

Stock On Hand:

Add Clear

Product History >>

Save Delete Clear Clone Close

If a product/service has the above check-box selected then users will have the ability to have a note printed on the resulting receipt that will indicate the customer who purchased the item.

Enter the person or swipe the card

Person: New

Casual

Name:

OK Cancel

This box will prompt on sale to add a customer name or type a casual name.



Links Modular Solutions  
Right PRODUCT...  
Right PEOPLE...  
Right TIME...  
Merchant: Location 1  
EIN: 123456789  
TAX INVOICE

HOODED TOWELS	\$19.39
---------------	---------

TOTAL	19.39
-------	-------

Payment Details.

EFT	19.39
-----	-------

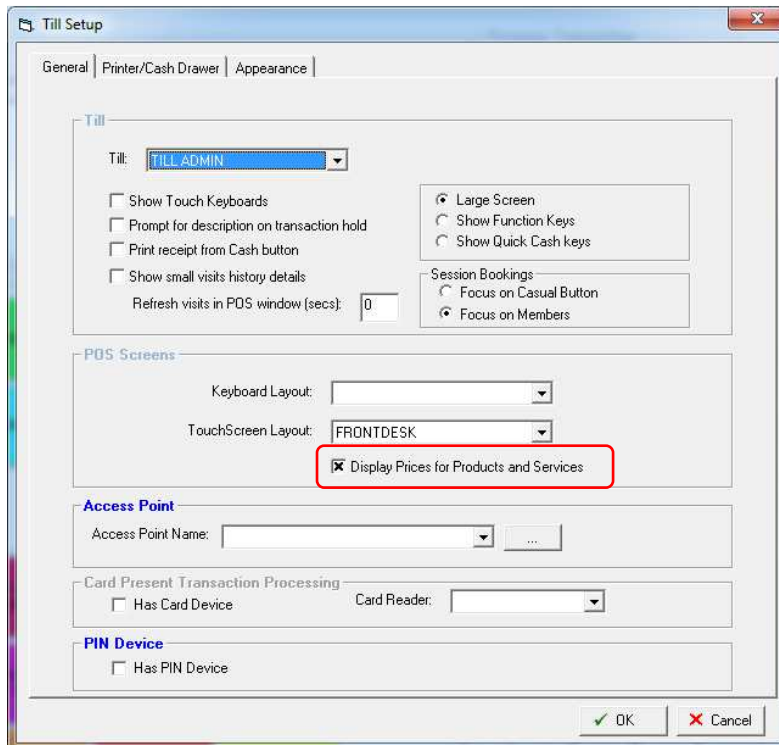
TAX included in total	\$1.39
-----------------------	--------

6545 17 Nov 2011 11:20:00 AM  
Name: andrew

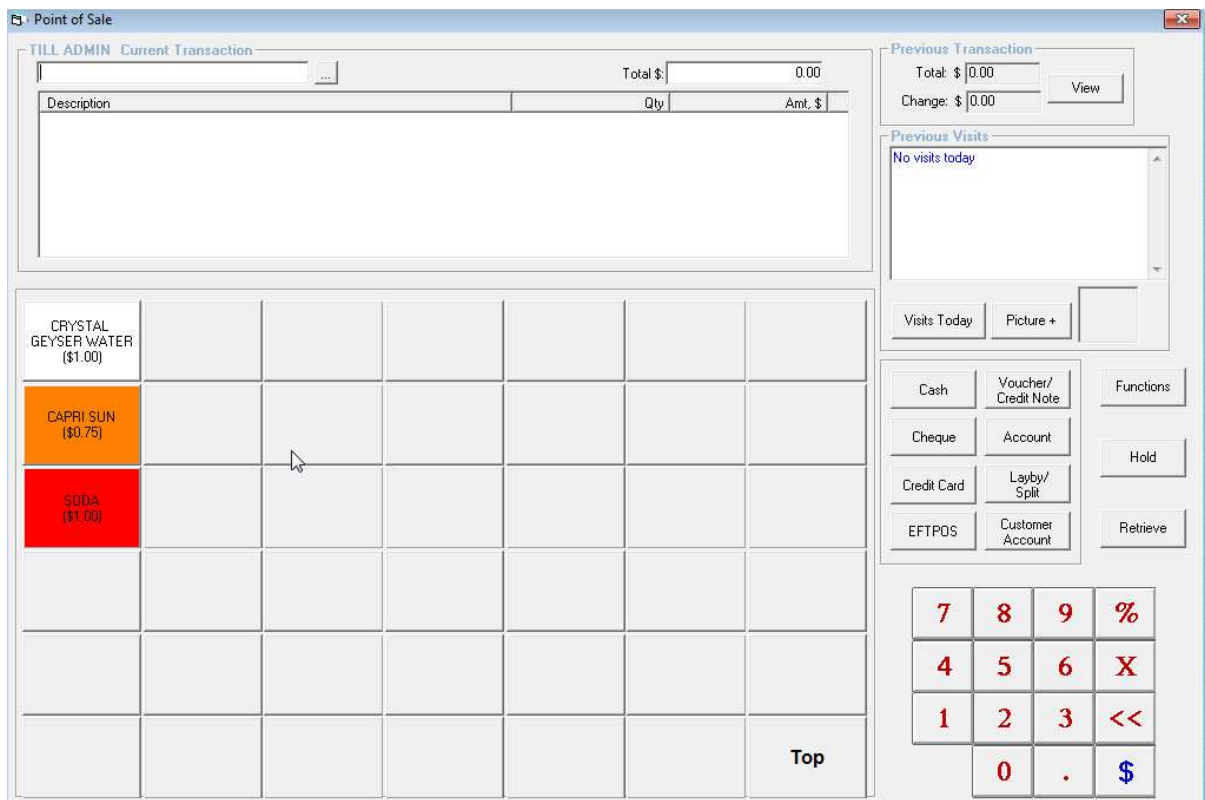
[www.linksmodularsolutions.com](http://www.linksmodularsolutions.com)

Name appears on receipt as above.

## Option to display prices on touchscreen buttons



If the 'Display prices for products and Services' button is turned on then touchscreen buttons will include the price of the item on them.



Access.link changes

## Reciprocal rights in Access2

The new Access.link now uses global activities to allow members in a multi-location environment to be able to access locations other than their home. It will still validate whether they are a current member and if they are a debtor or not.

## Reporting.link changes

## Changes to the invoice reconciliation report

Changes have been made to the invoice reconciliation report to allow a more detailed view (showing invoice and booking numbers) as well as the ability to filter by company group and manager roles.

### 1. Client filters

If the report is run for clients only the user will have the ability to filter by client ID, company group and manager roles. This filter will also allow the user to only display the accounts with credits for the selected client, company group or manager role.

### 2. Detail or Summary options

The user can select whether to display the report in a summary format (the original report) which will display the total balance each client by debt age:

Account	Client	Total Due, \$	0 - 30, \$	31 - 60, \$	61 - 90, \$	90 +, \$
993	ACU SCHOOL OF EXERCISE SCIENCE	492.98	492.98	0.00	0.00	0.00
435	ADELE MONACO-TEMPLETON	181.20	181.20	0.00	0.00	0.00
382	AFL PLAYERS ASSOCIATION	1,774.04	1,774.04	0.00	0.00	0.00
451	ALL SAINTS SPORTLAND	58.75	58.75	0.00	0.00	0.00
401	AP ASSOCIATES, CONSULTING SERVICES - ANNIE CURTIAN	99.40	99.40	0.00	0.00	0.00

OR display the detail broken by invoice number and include booking IDs:

Invoice	Account	Client	Master Bookings	Total Due, \$	0 - 30, \$	31 - 60, \$	61 - 90, \$	90 +, \$
431	993	ACU SCHOOL OF EXERCISE	2324	492.98	492.98	0.00	0.00	0.00
289	435	ADELE MONACO-TEMPLETON	885	181.20	181.20	0.00	0.00	0.00
296	382	AFL PLAYERS ASSOCIATION	3688,3687,3396,3320,310	1,774.04	1,774.04	0.00	0.00	0.00
149	451	ALL SAINTS SPORTLAND	1833	58.75	58.75	0.00	0.00	0.00
104	401	AP ASSOCIATES, CONSULTING SERVICES - ANNIE CURTIAN	45	99.40	99.40	0.00	0.00	0.00
320	8	AROLLO PARKWAYS PS	2158	58.75	0.00	0.00	0.00	58.75
248	131	ARIELS NETBALL CLUB	2202,1080	651.80	651.80	0.00	0.00	0.00
162	483	ASSOCIATED CATHOLIC COLLEGES - PADDY MCKENNA	558,3287,2884,1113	615.80	615.80	0.00	0.00	0.00
250	575	ASSOCIATED PUBLIC	402,225	1,182.20	1,182.20	0.00	0.00	0.00

## Changes to Sales category reports to include customer accounts

### Breakdown of 'Amount Paid from Customer Accounts '

Service Description	Amount,\$
CAMISOLE ORANGE ADMD	2,098.00
CRYSTAL GEYSER WATER	2.00
FRUIT BASKET GOGGLES	20.00
H2 JUNIOR GOGGLES - PINK	75.46
PRETZELS	2.25
SUNCHIPS	0.75
SWIM	40.00
upfront	1,000.00
<b>TOTAL</b>	<b>3,236.46</b>

### Breakdown of 'Amount added to Customer Accounts'

Customer	Amount,\$
	100.00
	100.00
ANDERSON, BILLY BOB	1.00
ANDERSON, BILLY BOB	1.00
ANDERSON, BILLY BOB	0.75
ANDERSON, BILLY BOB	0.75
ANDERSON, MAX	21.56
ANISTON, JENNIFER	0.75
BEER, HOMER	400.00
DD, ADD TO	1,000.00
DD, ADD TO	1,000.00
DD, ADD TO	1,000.00
FOMPOS, MOSO	974.78
FOMPOS, MOSO	974.78
FOMPOS, MOSO	974.78
FOMPOS, MOSO	100.00
FOSGOGON, ONGY	200.00
PRESTON, ANDREW	40.00
PRESTON, ANDREW	100.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	300.00
<b>TOTAL</b>	<b>10,290.15</b>

\*\*\*End of report.\*\*\*

There will now be a section at the end of the Sales Category reports detailing Customer Account activity for the period.

## Bookings by Prime usage report

There is now a report which lists facility bookings based on their prime usage type:

Melbourne Sports and Aquatic Centre			
Bookings by Prime Usage: Major Event			
8/01/2012			
Time	Master ID	Booking Details	Client
09:00 AM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
15/01/2012			
Time	Master ID	Booking Details	Client
09:00 AM - 11:59 AM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
01:00 PM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
3/02/2012			
Time	Master ID	Booking Details	Client
09:00 AM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
05:30 PM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
06:00 PM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
25/02/2012			
Time	Master ID	Booking Details	Client
03:00 PM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
18/03/2012			
Time	Master ID	Booking Details	Client
09:00 AM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN



## Bookings by date Report (Changes)

There is now the option to add the booking name and ID to the report output that interchange with the contact details using the selections circled below:

**Facility Booking By Date**

**Selection Criteria**

From Date: 1 APR 2012 D

To Date: 30 APR 2012 D

**Facilities**

☐ Centre Facilities

☒ MSAC

Facility

MSAC/AQUATIC CENTRE/

MSAC/AQUATIC CENTRE/Aquatic Spas/

MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa...

MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa...

MSAC/AQUATIC CENTRE/Competition Pool Concours...

MSAC/AQUATIC CENTRE/Competition Pool Concours...

MSAC/AQUATIC CENTRE/Flow Rider/

MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...

MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...

MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...

MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Sin...

MSAC/AQUATIC CENTRE/Health and Wellness Hydr...

**Booked By**

☒ All

☐ Casual All

☐ Customer

☐ Client

Name:

**Attendance**

☒ All

☐ Not Attended Only

☐ Attended Only

☒ Print booking name and Id

☐ Print contact details

☐ No Details

☐ Separate page per: ☐ facility ☐ day

Print

Export

Graph

Preview ...

Close



## Facility Booking vs Paid report

This report has been created to track which bookings have been paid and/or any pre-paid charges have been placed against the booking to be used for future payment. Users will then be able to see which bookings still require payments from the customers/clients.

The parameter screen is below:

Booking Charges vs Paid Report

Location: SNHC

Print

Export

Graph

Preview...

Close

**Selection Criteria**

From Date: 1 MAR 2012 D To Date: 31 MAR 2012 D

☒ Report with full figures ☐ Include accounts where perceived = 0.00  
☐ Include accounts where perceived less than 0.00

☐ Booking list only ☐ Show bookings with no charge ONLY

**Booked By**

☒ Customers and Clients

☐ Customers Specific Customer

☐ Clients Specific Client Company Group

Roles Add Remove

**Prime Usage**

Add Remove

Users can filter on whether there is \$0.00 (or less) owing on the booking or specific customers/clients.

The report can also be used just to display bookings and the associated charges to see what a clients spend for the given timeframe is.

## Admin.link changes

## Ability for staff to use their swipe card for login

Previously in Links a staff member would have to type in their staff code and then their password. It is now possible to swipe their card instead of typing their staff code (if an appropriate scanner setup is available).

## Ability to push service code charges to other fee types in Facility setup

When adding charges and service codes to facilities users will be prompted whether they want to push this charge to other fees of the same type once they tab out of that field:

The screenshot shows the 'Add/Modify Facility Dialog' window. It contains several sections for setting up facility charges:

- Facility Code:** TEST (Max. 20 Chars)
- Description:** test
- Duration:** 30 mins
- Prime Usage:** (Dropdown menu)
- Group Update Charges:** (Button)
- Peak Facility Service - Casual:**
  - Charge/ 30 mins: 20
  - Charge/Hour: 40
  - Code: (Redacted)
  - Description: (Empty)
- Peak Facility Service - Current Customer:**
  - Charge/ 30 mins: 20
  - Charge/Hour: 40
  - Code: (Redacted)
  - Description: (Empty)
- Peak Facility Service - Client:**
  - Charge/ 30 mins: 20
  - Charge/Hour: 40
  - Code: (Redacted)
  - Description: (Empty)
- Off Peak Facility Service - Casual:**
  - Charge/ 30 mins: 0.00
  - Charge/Hour: 0.00
  - Code: (Redacted)
  - Description: (Empty)
- Off Peak Facility Service - Current Customer:**
  - Charge/ 30 mins: (Empty)
  - Charge/Hour: (Empty)
  - Code: (Redacted)
  - Description: (Empty)
- Off Peak Facility Service - Client:**
  - Charge/ 30 mins: (Empty)
  - Charge/Hour: (Empty)
  - Code: (Redacted)
  - Description: (Empty)
- Staff Service:**
  - Code: (Empty)
  - Description: (Empty)
  - Charge/Hour: \$ 0.00
- Setup Override Charges:** (Button)
- Checkboxes:**
  - ☐ Can this facility have a staff member booked with it?
  - ☐ Setup charge overrides that can be applied to this facilities bookings
  - ☐ Is this facility a configuration of it's parent?
  - ☐ Send confirmation letters with this facilities bookings?
- Buttons:** Save, Clone, Cancel

A modal dialog box titled 'Copy to Off Peak' is overlaid on the main window. It contains the text: 'Copy this charge amount to the other Off Peak charges?'. Below the text are two buttons: 'Yes' and 'No'. A mouse cursor is pointing at the 'Yes' button.

E.g. above it is asking whether to push the charge to other off-peak charges.

## New security setting to prevent certain groups from applying payment to unissued invoices

If the below accented setting is checked then they can apply payments to unissued invoices:

Security Group Setup

Group Code: CUSTOMER SERVICE  
Description: CUSTOMER SERVICE

☐ Administrator Group

Modules: VP, Facility, consult.link, POS, Classes, Members

☒ Can void a transaction.  
☐ Can modify products.  
☐ Can override refund maximum.  
☒ Can save changes to accounts.  
☐ Can override automatic voucher number.  
☒ Can open cash drawer without sale.  
☒ Can give discounts.  
☒ Can sell Membership Contract.  
☒ Can make transaction adjustments.  
☐ Add/Change Suburb  
☒ May set up Customer Accounts  
☒ Endorse a Customer Account Void or Return  
☒ May view Customer Account DD Info  
☒ May alter Customer Account DD Info

Group Members

Staff Code	Last Name
146	MARTIN NIC
1601	GUARD SECURITY
174	KANG JEN
191	MCCONCHIE TEEGAN
192	RUGG ALICE
193	SHREDRINA ANNA
194	PARKER AMANDA
195	WALLACE AMY
197	PRATT ANITA
198	GAULD ANGUS
199	KENNA ARRAN
200	GERSBACH-SEIB ASHLEE
201	STREETER ASHLEIGH
202	KELLEWAY BEL
205	WHITE CAITLIN
206	WEYMOUTH CHRIS
208	CURNOW CLAIRE
209	TOWNLEY GEORGIA
210	FRENCH GORDON
211	RAYNER JACK
212	KANG IFNIEFFER

Add Member

Staff Member:

Add Clear

Menu Security Save Delete Clear Clone Close

If it is checked they get the below message:

Apply Against Invoices

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$	Apply, \$
452	30 APR 2012	NOT ISSUED	NOT ISSUED	9,349.60	9,349.60	

Point of Sale

**You are not permitted to apply payments to an unissued invoice. Either apply the money to another invoice OR assign it as an overpayment**

OK

To pay Invoices click on Apply / Auto button

Total Due: \$ 0.00  
Overdue: \$ 0.00  
Applied: \$ 0.00

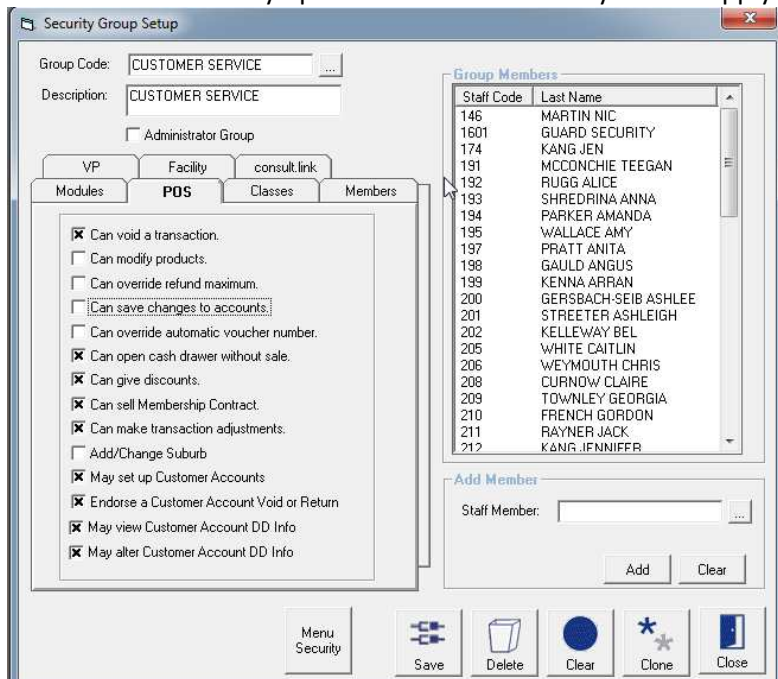
To add credit for FUTURE purchases enter the amount into the Overpayment field:  
Overpayment: \$ 0.00

Master Booking Id:

Apply Clear  
Auto Clear All  
OK Cancel

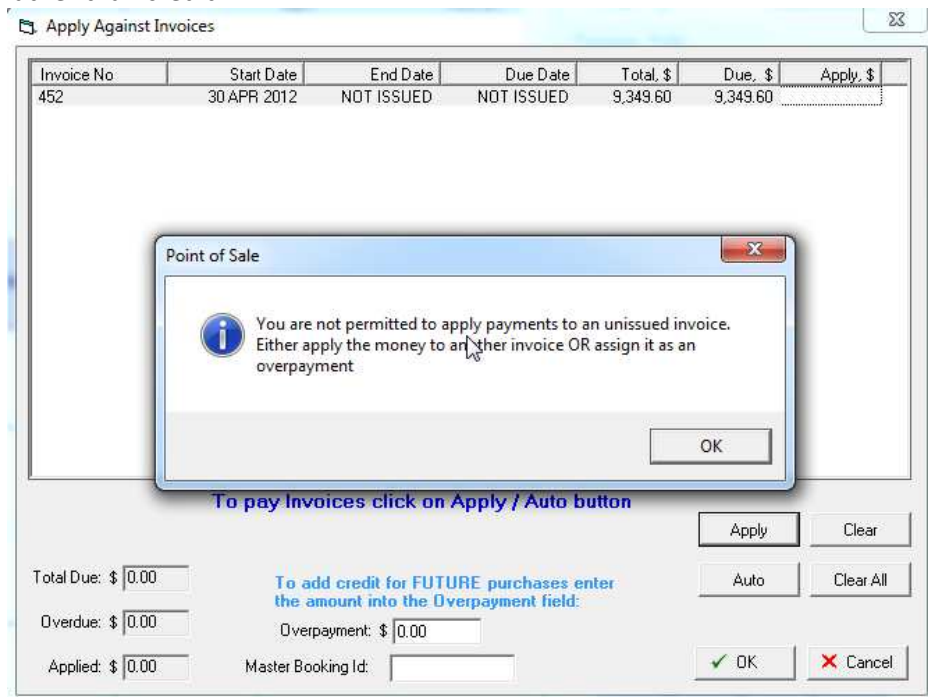
## Disable ability to apply to unissued invoices for certain security groups

There is now a security option to disable the ability to click apply on invoices:



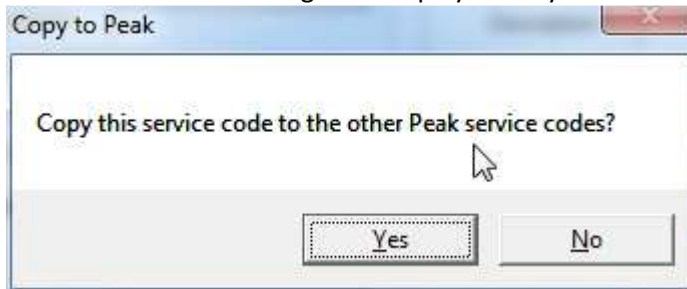
*'Can save changes to accounts'*

It will show a message for disable users as below if they try and apply directly to an invoice rather than credit:



## Ability to push service codes/charges to other fee types in facility setup

There is now the ability to push the code/charge to the other fields in the Facility Setup screen. The below message will display when you tab out of the field:

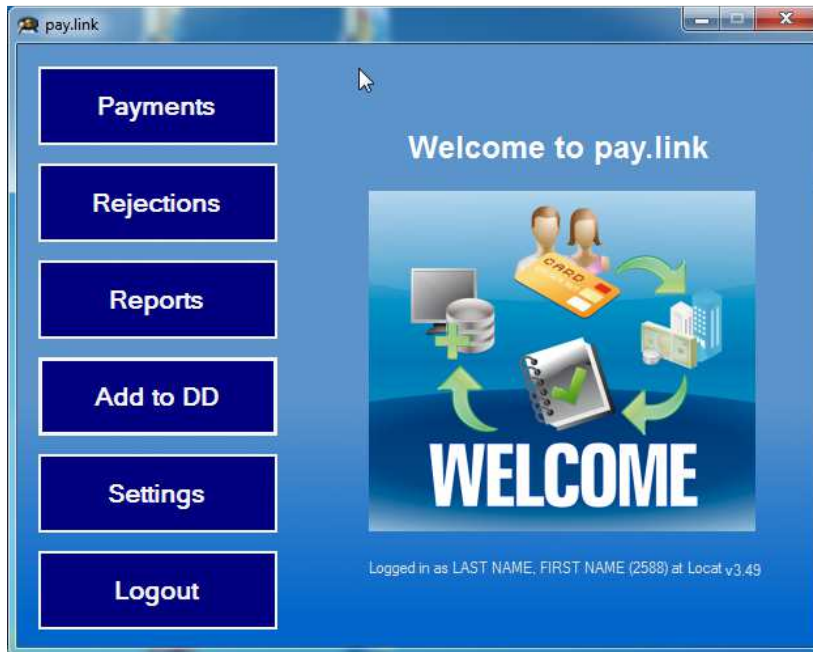


You can choose yes to push or no to enter the other charges manually.



## Pay.link changes

## Extra Add to DD run-type



An extra DD type has been added to pay called Add to DD. This a process that will debit customer's credit cards or bank A/C based on their Customer Account activity in Links.

The frequency of the run can be set in the Add to Direct debit screen above.

The options include a manual run or automatically run via the Links Service based on the parameters entered.

## Top-up Accounts

frmAddToDD

You are currently logged into location Location 1

Customer Top Upper Limit \$

Customer Top Up Point \$

Customer Lower Limit \$

Defaults

- ☒ Top up if below recharge point
- ☒ Top up every Links Debit
- ☒ Top up every Add to DD cycle
- ☐ Send email statement when debited
- ☐ Send SMS when debited
- ☒ Allow Customer Limit Overrides

Under this button is the Customer Account parameters screen where the settings for Top-Up-DD are entered.

Linkspay will debit the customer based on what is inputted here.

*The upper limit represents the level at which the debits will top-up the customer's account to.*

*The top-up point is the amount at which the customer's account will be automatically topped up.*

*The lower limit is the point to which the customer is allowed to spend on account before it needs to be topped up to keep spending.*

*The 'Top up if below recharge' checkbox will set the customer accounts be topped up (to the upper limit) on the next Add to DD once they reach this level of credit in their account.*

*The 'Top-up every Links debit' checkbox will set the customer accounts to be topped up (to the upper limit) every members/classes DD run regardless of whether they have reached the top-up point or not.*

*The 'Top-up every Add to DD' checkbox will set the customer accounts to be topped up (to the upper limit) every Add to DD run regardless of whether they have reached the top-up point or not.*

*The email statement when debited checkbox' will email the customer a report of their account activity for the period (debits & credits).*

*The 'Send SMS when debited' checkbox will send the customer an SMS once they have been debited.*

*The 'Allow customer overrides' checkbox will make it possible for customers to have separate top-up frequencies set than the defaults set here.*

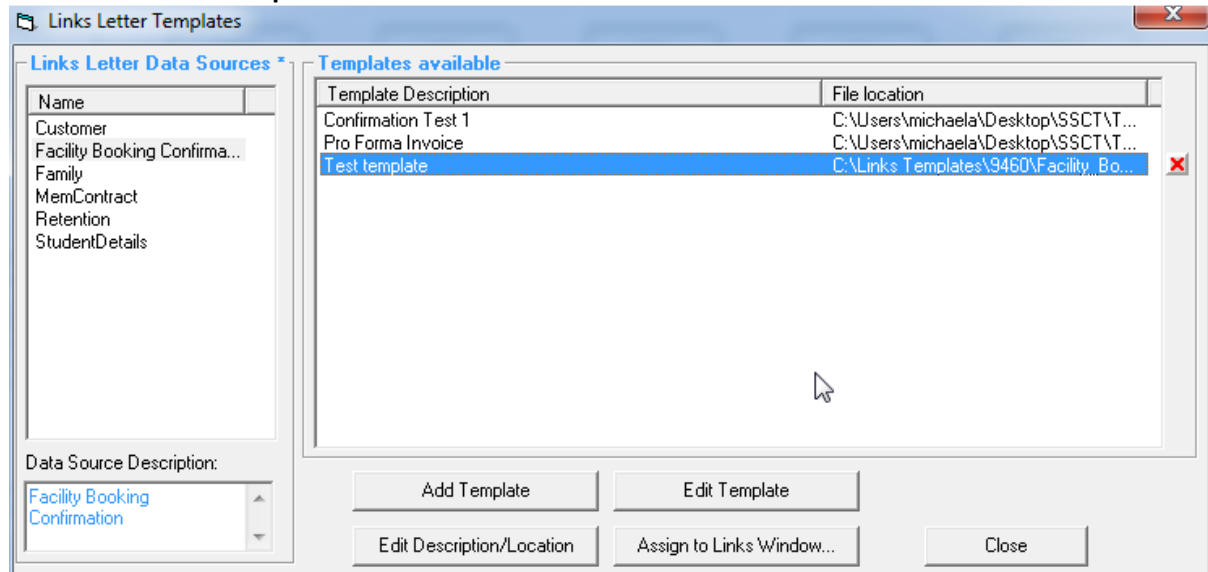
Note: A site/ location may be able to choose select more than one of the top-up frequencies listed. In this case the customer accounts will be topped up whenever one of the selected scenarios exists.

## Facility.link changes

## Templated facility booking confirmation letter

The facility booking confirmation letter is now a mail merge document setup through:

**Admin> Letters> Templates:**



The template looks as below:

Logo to be inserted here

<LetterDate>

Client ID: <ClientID> <CustomerID>

<BookingID> <BookingID>  
 <ClientName> <CustomerFirstName> <CustomerLastName>  
 <ContactDetails> <CasualContactDetails>

<ClientAddress>  
 <ClientSuburb> <ClientState> <ClientPostCode>  
 <ClientPhone> <ClientEmail>

Dear <Name> <CustomerFirstName> <ClientContactFirst>,  
 Client Credit On Account: <ClientCreditOnAccount>

Please find below a confirmation of your booking made with <LocationName>.

**Booking particulars**

Booking Reference Number	<BookingReferenceNumber>
Event Description	<BookingName>
Booking status	<BookingStatus>
Payment arrangement	<PaymentMethod>
Specified instructions	<Instructions>
Phone number on file	<Phone>

**Booking Details**

Facility Booked	Date	From	To	GST	Charges Ex GST	Charges In GST	Hourly Rate
<FacilityName>	<FacilityBookingDate>	<FacilityBookingFrontTime>	<FacilityBookingToTime>	<FacilityBookingGST>	<FacilityBookingChargesExGST>	<FacilityBookingChargesInGST>	<HourlyRate>

Total Bookings: <TotalBookingsAmount>

**Other Booking Charges**

Additional Charges	Qty	Hours	\$ per hour	Charges
<OtherBookingChargesServiceName>	<OtherBookingChargesQty>	<OtherBookingChargesHours>	<OtherBookingChargesRate>	<OtherBookingChargesAmount>

Total Additional Charges: <TotalAdditionalChargesAmount>

Logo to be inserted here

**Payment Details**

Payment Date	Payment Amount	Receipt #
<PaymentDetailsPaymentDate>	<PaymentDetailsAmount>	<PaymentDetailsReceiptNumber>

Total Payments: <TotalPaymentsAmount>

**GRAND TOTAL: <GrandTotal>**

If you require any amendments to your booking please contact <LocationName> on #####

We look forward to seeing you soon

Kind regards,

<StaffName>  
 <LocationName>

This letter can be edited with extra fields from the mailings tab in Word and can be setup as a flexible letter that works for casual, customer, and client all from the same letter.

Once the template is setup you can use the 'Setup Letter' and 'Letter' buttons in the booking details screen to assign and use your template:

**Facility Booking - Modify**

Date Booked: **Wed 7/12/2011** Booking ID **37** Ref # **654 to 689 inclusive**

**Booking Details**

☒ Casual Use Booking Name: TEST123  
☐ Customer Name: Casual Phone:   
☐ Client Contact: Casual Prospect  
Documents  
☒ Confirmed  
☐ Tentative  
Instructions: instructions  
Prime Usage: Confirmation to: Not Sent

**Multiple Bookings**  
☐ End Date:   
☐ Period:   
Booking Type:   
View Details  
View Change Log

**Peak Period Off Peak Pre/Post**

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)
Conference One	28/11/2011	05:00 PM	06:59 PM	<input type="checkbox"/>	119	2	350.00	700.00
Meeting Room One	28/11/2011	07:00 PM	08:59 PM	<input type="checkbox"/>	119	2	200.00	400.00
Meeting Room Two	28/11/2011	08:00 PM	09:59 PM	<input type="checkbox"/>	119	2	200.00	400.00
Conference One	29/11/2011	05:00 PM	06:59 PM	<input type="checkbox"/>	119	2	350.00	700.00
Meeting Room One	29/11/2011	07:00 PM	08:59 PM	<input type="checkbox"/>	119	2	200.00	400.00

**Total owing on this booking line is \$700.00** Pre: Post: Apply Pre/Post Add Booking Line Cancel Booking Line

**Other Booking Charge Details**

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* - Price was overridden				

Add Service Add Product Selected Booking Total \$: 700.00

Tran ID Payment Date Amount, \$ Group Booking Total: \$ 18000.00

Book It and Pay Update Close

There is also the option to send the letter as an attachment via Email.

When running the letter you can choose a date range of which bookings to include:

**Facility Booking Confirmation Letter - Date Range**

**Select Date Range**

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

Please select the date range for the Facility Booking Confirmation Letter:

From Date : 28 NOV 2011 D  
To Date : 10 DEC 2011 D

OK Cancel

The default dates will be the dates of the first and last bookings.

Logo to be inserted here

07 Dec 2011

Client ID:

Booking ID: 37  
Casual

Dear Customer,

Client Credit Account:

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

**Booking particulars**

Booking Reference Number	654 to 689 inclusive
Event Description	TEST123
Booking Status	Confirmed
Payment Arrangement	
Specified Instructions	Instructions
Phone number on file	

**Booking Details**

Facility Booked	Date	From	To	GST	Charges Ex GST	Charges	Hourly Rate
Conference One	28 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	28 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	28 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	29 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	29 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	29 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	30 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	30 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	30 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	01 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	01 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	01 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	02 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	02 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00

Logo to be inserted here

Meeting Room Two	02 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	03 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	03 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	03 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	05 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	05 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	05 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	06 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	06 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	06 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	07 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	07 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	07 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	08 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	08 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	08 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	09 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	09 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	09 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	10 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	10 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	10 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00

**Total Bookings: \$18 000.00**

**Other Booking Charges**

Additional Charges	Qty	Hours	\$ per hour	Charges
Total Additional Charges: \$0.00				

**Payment Details**

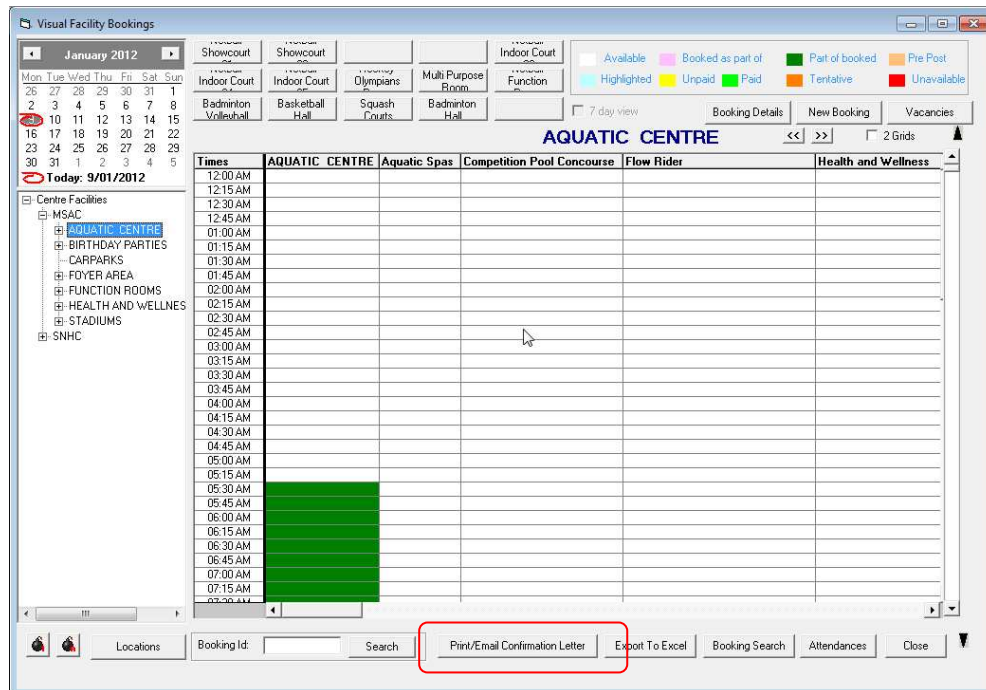
Payment Date	Payment Amount	Receipt #
Total Payments: \$0.00		

**GRAND TOTAL: \$18 000.00**

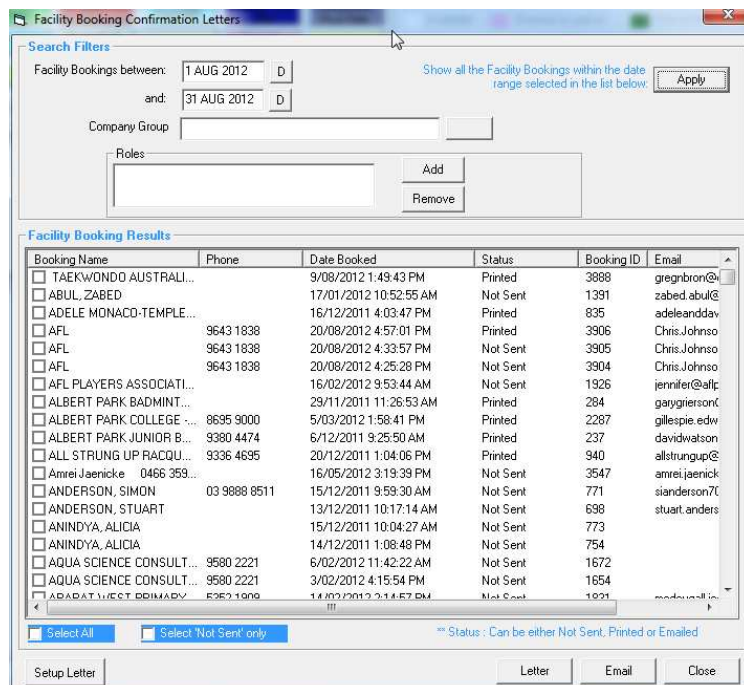
The letter will auto-extend to include all the bookings within the selected date range.



## Bulk facility confirmation letters



The confirmation letters & emails can be sent in bulk from the VBS screen by clicking the 'Print/Email confirmation letter' circled above.



Select the bookings you wish to send letters for and then click 'print' or 'email'.

There is the ability to filter the confirmation letters by company group and manager role independently or in tandem as below:

The screenshot shows a window titled "Facility Booking Confirmation Letters". It contains a "Search Filters" section with the following fields and controls:

- "Facility Bookings between:" with a date picker set to "1 JAN 2012" and a dropdown menu set to "D".
- "and:" with a date picker set to "31 DEC 2012" and a dropdown menu set to "D".
- "Company Group:" with a text input field containing "4TH CAULFIELD CUB SCOUTS".
- "Roles:" with a text input field containing "F&B", an "Add" button, and a "Remove" button.
- A link: "Show all the Facility Bookings within the date range selected in the list below:" and an "Apply" button.

Below the search filters is a "Facility Booking Results" section containing a table with the following data:

Booking Name	Phone	Date Booked	Status	Booking ID	Email
<input type="checkbox"/> ENTOURAGE MANAGEME...		17/05/2012 10:20:44 AM	Printed	3558	

## Master Booking ID

**Facility Booking - Modify**

Date Booked: **Mon 9/01/2012** **Booking ID 613** Ref # **28512 to 29284 inclusive**

**Booking Details**

☐ Casual Use ☐ Customer ☒ Client

Booking Name: MVC TRAINING 2012 - MONDAYS

Client Id: 107 New View Contact: ALEX HIRSCHAUER

Name: MELBOURNE VICENTRE SWIMMING CLUB - Status:

Method: ☒ Invoice Account ☐ Cash On Arrival ☐ Tennant

Instructions: Setup Letter Letter Email

Prime Usage: Bookings Confirmation to: Printer

**Multiple Bookings**

☐ End Date:

☐ Period:

Booking Type:

**Peak Period**

☐ Display Hourly **Off Peak Pre/Post**

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service
Diving Pool Lane 1	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Diving Pool Lane 2	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Diving Pool Lane 3	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Indoor 50M Lane 03	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 04	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 05	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 06	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking

**Total owing on this booking line is \$0.00** Pre:  Post:

**Other Booking Charge Details**

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* - Price was overridden				

Selected Booking Total \$: 0.00

**Group Booking Total \$: 0.00**

Each group of bookings will now have its own Master Booking ID which is listed in the booking screen (circled above). This ID is also used to filter in search and reporting screens.

**Visual Facility Bookings**

January 2012

Mon Tue Wed Thu Fri Sat Sun

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

**Today: 9/01/2012**

☒ Centre Facilities

☐ Conference One

☐ Conference Two

☐ Cricche

☐ Party Room

☐ Pool

☒ Sports Hall

☒ Sports Hall Section A

☐ Sports Hall Section B

**Times**

Times	9/01/2012	10/01/2012	11/01/2012	12/01/2012	13/01/2012	14/01/2012	15/01/2012
08:00 AM							
08:15 AM							
08:30 AM							
08:45 AM							
09:00 AM	ST MICHAELS HIGH						
09:15 AM	ST MICHAELS HIGH						
09:30 AM	ST MICHAELS HIGH						
09:45 AM	ST MICHAELS HIGH						
10:00 AM	ST MICHAELS HIGH						
10:15 AM	ST MICHAELS HIGH						
10:30 AM	ST MICHAELS HIGH						
10:45 AM	ST MICHAELS HIGH						
11:00 AM	ST MICHAELS HIGH						
11:15 AM	ST MICHAELS HIGH						
11:30 AM	ST MICHAELS HIGH						
11:45 AM	ST MICHAELS HIGH						
12:00 PM	ST MICHAELS HIGH						
12:15 PM	ST MICHAELS HIGH						
12:30 PM	ST MICHAELS HIGH						
12:45 PM							
01:00 PM							
01:15 PM							
01:30 PM							
01:45 PM							
02:00 PM							
02:15 PM							
02:30 PM							
02:45 PM							
03:00 PM							
03:15 PM							
03:30 PM							

**Booking ID:**

You can now search for a booking using the master booking ID directly from the VBS as above.

The master booking ID now shows when using the booking search:

**Facility Booking Search**

**Selection Criteria**

☐ Reference Id Reference #:

☒ Filtering From Date: 16 JUL 2012 D To Date: 16 JUL 2012 D

**Booked By:**

☒ All

☐ Casual

☐ Customer

☐ Client

Name:

**Attendance**

☒ All

☐ Not Attended Only

☐ Attended Only

**Facilities**

☐ Centre Facilities

☐ Lakeside Service

☐ Lakeside Stadium

☒ MSAC

☐ SNHC

**Facility**

MSAC/  
MSAC/AQUATIC CENTRE/  
MSAC/AQUATIC CENTRE/Aquatic Spas/  
MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa 1/  
MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa 2/  
MSAC/AQUATIC CENTRE/Competition Pool Concourse/  
MSAC/AQUATIC CENTRE/Competition Pool Concourse/  
MSAC/AQUATIC CENTRE/Flow Rider/  
MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Double/  
MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Double/  
MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Double/  
MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Single/  
MSAC/AQUATIC CENTRE/Health and Wellness Hydroth...

**Results**

Booked By	Booking ID	Facility	Date	From Time	To Time
AUSTRALIAN COLLEGE OF BASKE...	1262	VIP Room	16 Jul 2012	03:00 AM	12:00 AM
VICTORIAN WATER POLO INC - GL...	461	Diving Pool Boards	16 Jul 2012	05:30 AM	07:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Diving Pool Lane 1	16 Jul 2012	05:30 AM	07:30 AM
MELBOURNE VICENTRE SWIMMI...	3438	Diving Pool Lane 2	16 Jul 2012	05:30 AM	07:30 AM
MELBOURNE VICENTRE SWIMMI...	3438	Diving Pool Lane 3	16 Jul 2012	05:30 AM	07:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 03	16 Jul 2012	05:30 AM	07:30 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 04	16 Jul 2012	05:30 AM	08:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 05	16 Jul 2012	05:30 AM	08:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 06	16 Jul 2012	05:30 AM	08:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 07	16 Jul 2012	05:30 AM	09:00 AM
MELBOURNE VICENTRE SWIMMI...	3438	Indoor 50M Lane 08	16 Jul 2012	05:30 AM	09:00 AM

## Ability to record credit payments against a master booking ID

**Apply Against Invoices**

Invoice No	Start Date	End Date	Due Date	Total \$	Due \$	Apply \$
7	22 DEC 2011	9 JAN 2012	19 JAN 2012	500.00	500.00	<input type="text"/>

**To pay Invoices click on Apply / Auto button**

Total Due: \$

Overdue: \$

Applied: \$

To add credit for FUTURE purchases enter the amount into the Overpayment field:

Overpayment: \$

Master Booking Id:

You can now pay money against a booking that hasn't been invoiced which can be used to offset charges at a later date.

Credits will also display in the booking as below (with the amount remaining) so the user can see what has been paid against that particular booking under the credit tab (circled below):

**Total owing on this booking line is \$0.00**

**Adjustments**

Date	Amt

View Details Add

**Credit Assets Staff**

Credit	Amount	Remai...
13/08/2012 ...	500.00	500.00

**Other Booking**

Service Name

\* - Price was ove

Tran ID Pa

## Ability to re-assign pre-paid booking credit

From the account payment breakdown screen a user can now double-click on a payment and re-assign the credit as below:

Point of Sale

ISAC ADMIN Current Transaction

Total \$ 0.00

Account Maintenance

Account Id: 145

Include Paid Invoices

Payment Details

Date	Credit Remain...	Booking Id	Trans Id	Total \$
120.00	236845	120.00		
416.00	187034	416.00		
378.00	187032	1,378.00		
40.00	128806	40.00		
292.00	67418	1,292.00		

Account Payments

Date	Invoice Id	Trans Id	Booking Id	Amount \$
27 JAN 2012	Unassigned	67418		1,292.00

**Alter Booking Id for Payment**

Amount: 1,292.00

Current Booking Id: Unassigned

New Booking Id:

OK Cancel

Debtor #:

Credit On Account: \$ 3246.00

Account Balance: \$ 4581.25

Unissue View Invoice Credit Info Issue Close

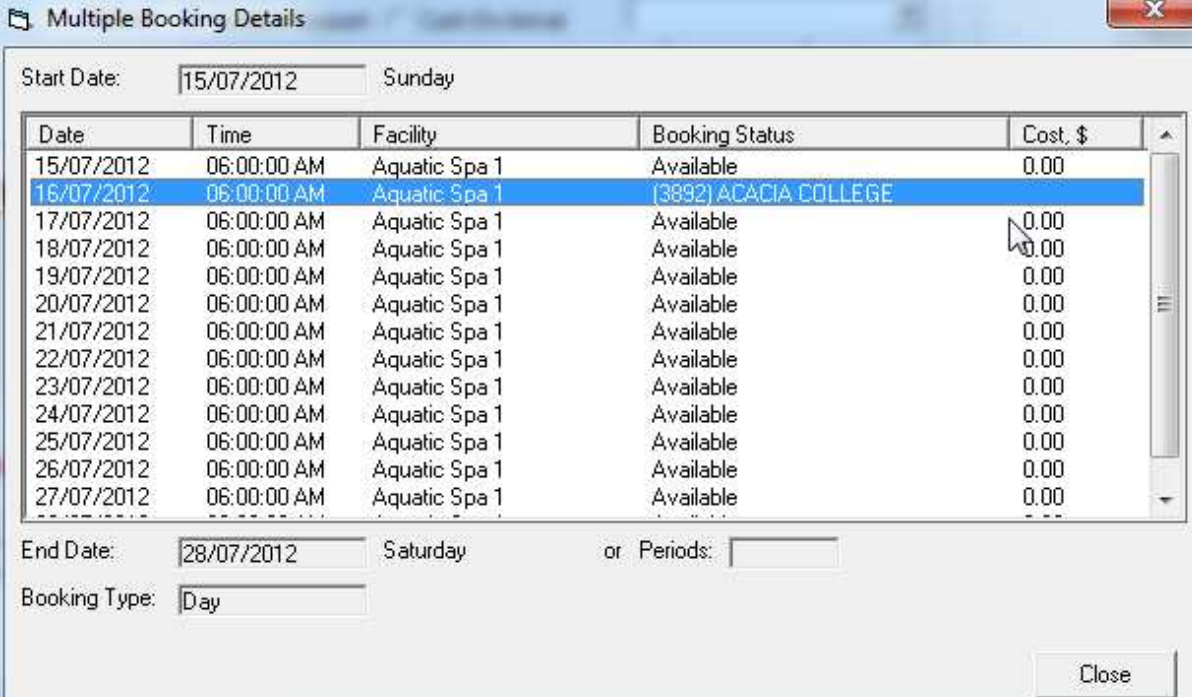
1 2 3 <<

NB: You can also now refund a credit transaction if a booking is cancelled etc.



## Display Booking ID/Name in results of the multiple booking clash screen

The master booking ID & client/customer name now displays in the multiple booking clash results as below if the booking clash occurs on the same level of facility as the one the user is trying to book :



**Multiple Booking Details**

Start Date: 15/07/2012 Sunday

Date	Time	Facility	Booking Status	Cost, \$
15/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
16/07/2012	06:00:00 AM	Aquatic Spa 1	(3892) ACACIA COLLEGE	0.00
17/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
18/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
19/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
20/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
21/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
22/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
23/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
24/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
25/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
26/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00
27/07/2012	06:00:00 AM	Aquatic Spa 1	Available	0.00

End Date: 28/07/2012 Saturday or Periods:

Booking Type: Day

Close

## Facility booking adjustments

There is now the option to make adjustments to a booking that will create a reduction or increase to the amount charged. This is done from the booking screen in the adjustments window (circled below):

Facility Booking - Modify

Date Booked: **Sat 4/21/2012** Booking ID **780** Ref # **38340 to 39902 inclusive**

**Booking Details**

☐ Casual Use  
☐ Customer  
☒ Client

Booking Name: **VV12 Monday Night Volleyball 330704**  
 Client Id: **49** New View Contact: **ROGER KAPETANOVIC**  
 Name: **VOLLEYBALL VICTORIA INC - ROGER** Status:  
 Method: ☒ Invoice Account ☐ Cash On Arrival External Booking  
 Instructions: Setup Letter Letter Email  
 Prime Usage: Volleyball Bookings Confirmation to: Not Sent

**Multiple Bookings**  
☐ End Date:  D  
☐ Period:   
 Booking Type:  View Details  
 View Change Log **Peak Period**  
**Off Peak Pre/Post**

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service h
Volleyball 01	1/23/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 02	1/23/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 03	1/23/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 01	1/30/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 02	1/30/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 03	1/30/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -
Volleyball 01	2/6/2012	06:15 PM	10:15 PM	✓	240	16	0.00	126.80	Booking -

**Total owing on this booking line is \$0.00** Pre:  Post:  Apply Pre/Post Add Booking Line Cancel Booking Line Edit Booking

**Adjustments**

Date	Amt
4/21/2012 9:57:44 PM	-300.00

View Details Add

**Other Booking Charge Details**

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
Price was overridden				

Add Service Add Product Selected Booking Total \$: 126.80

**Credit Assets Staff**

Credit	Amount
4/21/2012 8:54:...	250.00
4/21/2012 8:54:...	126.80
4/21/2012 8:54:...	123.20

Tran ID Payment Date Amount \$  
 62661 31 Jan 2012 126.80

Group Booking Total \$: **13394.40** Book it and Pay Update Close

Facility Booking Adjustment

**New Adjustment**

☒ Decrease the amount owed ☐ Increase the amount owed

**Increase Adjustment**

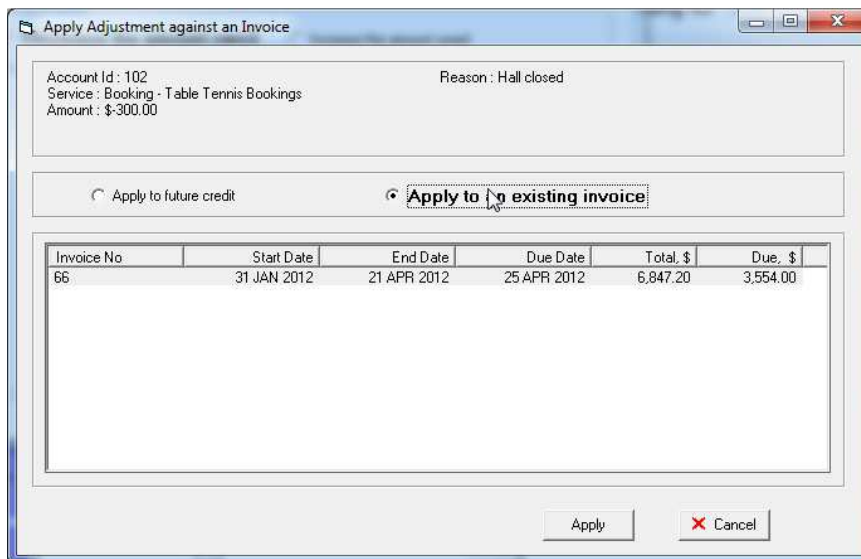
Decrease amount owed on booking by:

Service code:  ...

Reason:

OK Cancel

The service code for the adjustment will be in the dropdown if it exists in one of the booking lines. Otherwise the user can search for any available service code using the search button. This will add the service code to be selected in the dropdown to be applied against a current issued invoice:



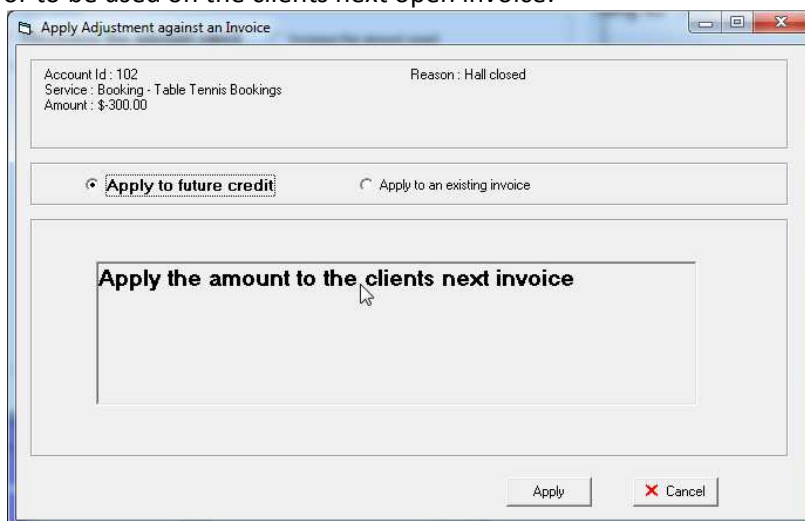
Account Id : 102 Reason : Hall closed  
 Service : Booking - Table Tennis Bookings  
 Amount : \$-300.00

☐ Apply to future credit ☒ **Apply to existing invoice**

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
66	31 JAN 2012	21 APR 2012	25 APR 2012	6,847.20	3,554.00

Apply Cancel

or to be used on the clients next open invoice:



Account Id : 102 Reason : Hall closed  
 Service : Booking - Table Tennis Bookings  
 Amount : \$-300.00

☒ **Apply to future credit** ☐ Apply to an existing invoice

**Apply the amount to the clients next invoice**

Apply Cancel



The adjustment will appear on the invoice as a line item as highlighted below:

**Invoice Maintenance**

Invoice Number: 66 Start Date: 31 JAN 2012 Date Due: 25 APR 2012  
 Account: 102 End Date: 21 APR 2012 Printed On:  
 Client: VOLLEYBALL VICTORIA INC - ROGER

Date	Transaction Id	Product	Description	Booking Id	Qty	Total
13 FEB 2012	92997	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
13 FEB 2012	92998	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
13 FEB 2012	92999	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
21 APR 2012	210851	S10079	Booking - Table Tennis Bookings: VBALL C...	780	1	-300.00
26 MAR 2012	179828	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179829	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179830	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179957	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179958	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179959	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180086	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180087	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180088	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180215	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180216	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80

**Payments Made**

Date	Transaction Id	Amount, \$
15 MAR 2012	158921	1,521.60
15 MAR 2012	158922	1,521.60
21 APR 2012	210851	126.80
21 APR 2012	210851	123.20

Grand Total: \$ 6547.20  
 GST Amount: \$ 595.35  
 Total Payments: \$ 3293.20  
 Balance Due: \$ 3254.00

Reprint Preview Close

Alternately an increase adjustment can be applied:

**Facility Booking Adjustment**

**New Adjustment**

☐ Decrease the amount owed ☒ **Increase the amount owed**

**Increase Adjustment:**

Decrease amount owed on booking by: 400.00

Service code: Adult SplashOUT Members

Reason: Extra fee

OK Cancel

This will appear on a current or future invoice similar to the reduction adjustment.

## Ability to set a price per hour for facilities

You can now set the price per hour for facilities as well as the price per period.

## Customer is now the default type for facility bookings

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Outdoor Lane 06 50M	11/01/2012	12:45 AM	01:00 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking - A

A new booking defaults to customer now instead of casual.

## Client bookings now default to invoice payment

The screenshot shows the 'Facility Booking' window. The 'Date Booked' is Wed 11/01/2012. The 'Booking ID' and 'Ref #' are empty. Under 'Booking Details', the 'Client' is selected. The 'Method' is set to 'Invoice Account' (highlighted with a red box). The 'Status' is 'New'. The 'Prime Usage' is 'Casual'. The 'Confirmation to' is empty. The 'Multiple Bookings' section is empty. The 'View Change Log' button is visible. The 'Peak Period' is 'Off Peak'. The 'Display Hourly' button is visible. The 'Total owing on this booking line is \$0.00'. The 'Group Booking Total' is \$0.00. The 'Book it and Pay' button is visible.

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Outdoor Lane 06 50M	11/01/2012	12:45 AM	01:00 AM		15	1	0.00	0.00	Booking - A

Client bookings now default to invoice instead of cash.

## Ability to book facilities to midnight

The screenshot shows the 'Visual Facility Bookings' window. The 'Showcourt' is 'Outdoor Lane 06 50M'. The 'Booking Details' are visible. The 'Vacancies' are shown. The 'Booking ID' is empty. The 'Search' button is visible. The 'Print/Email Confirmation Letter' button is visible. The 'Export To Excel' button is visible. The 'Booking Search' button is visible. The 'Attendances' button is visible. The 'Close' button is visible. The 'Locations' button is visible. The 'Booking ID' is empty. The 'Search' button is visible. The 'Print/Email Confirmation Letter' button is visible. The 'Export To Excel' button is visible. The 'Booking Search' button is visible. The 'Attendances' button is visible. The 'Close' button is visible. The 'Locations' button is visible.

Times	Outdoor Lane
04:15 PM	MELBOURNE VIC
04:30 PM	MELBOURNE VIC
04:45 PM	MELBOURNE VIC
05:00 PM	MELBOURNE VIC
05:15 PM	MELBOURNE VIC
05:30 PM	MELBOURNE VIC
05:45 PM	MELBOURNE VIC
06:00 PM	MELBOURNE VIC
06:15 PM	MELBOURNE VIC
06:30 PM	MELBOURNE VIC
06:45 PM	MELBOURNE VIC
07:00 PM	MELBOURNE VIC
07:15 PM	MELBOURNE VIC
07:30 PM	MELBOURNE VIC
07:45 PM	MELBOURNE VIC
08:00 PM	MELBOURNE VIC
08:15 PM	MELBOURNE VIC
08:30 PM	MELBOURNE VIC
08:45 PM	MELBOURNE VIC
09:00 PM	MELBOURNE VIC
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09:45 PM	MELBOURNE VIC
10:00 PM	MELBOURNE VIC
10:15 PM	MELBOURNE VIC
10:30 PM	MELBOURNE VIC
10:45 PM	MELBOURNE VIC
11:00 PM	MELBOURNE VIC
11:15 PM	MELBOURNE VIC
11:30 PM	MELBOURNE VIC
11:45 PM	MELBOURNE VIC

You can select up until the last period on the VBS.

And the booking will display as being booked until midnight.

## Pop-up to indicate if account in debt when making booking



There is now an alert to indicate when a client owes money on their account when a new booking is being created for them:

NOTE: This does not check customer accounts.

## Ability to view vacancies by day

**Visual Scheduler Filters**

Apply the following filters to the search:

Available  

- Centre Facilities
  - Conference One
  - Conference Two
  - Creche
  - Party Room
  - Pool
  - Sports Hall

Selected Facility Name  
Conference One

>>
 >
 <
 <<

Filters

Between: 9 JAN 2012  and: 15 JAN 2012

Between: 9:00 AM and: 3:00 PM

Days

☐ All
 ☒ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☒ Friday
 ☐ Saturday
 ☐ Sunday

Results

Facility	Date	From Time	To Time
<input type="checkbox"/> Conference One	Mon 09 Jan 2012	09:00 AM	10:00 AM
<input type="checkbox"/> Conference One	Mon 09 Jan 2012	12:00 PM	01:00 PM
<input type="checkbox"/> Conference One	Mon 09 Jan 2012	01:00 PM	02:00 PM
<input type="checkbox"/> Conference One	Mon 09 Jan 2012	02:00 PM	03:00 PM
<input type="checkbox"/> Conference One	Fri 13 Jan 2012	09:00 AM	10:00 AM
<input type="checkbox"/> Conference One	Fri 13 Jan 2012	12:00 PM	01:00 PM
<input type="checkbox"/> Conference One	Fri 13 Jan 2012	01:00 PM	02:00 PM
<input type="checkbox"/> Conference One	Fri 13 Jan 2012	02:00 PM	03:00 PM

It is now possible to filter vacancy searches by day.

## Larger Facility booking screen

Facility Booking - Modify

Date Booked: **Mon 9/01/2012** Booking ID **613** Ref # **28512 to 29284 inclusive**

**Booking Details**

☐ Casual Use Booking Name: MYC TRAINING 2012 - MONDAYS

☐ Customer Client Id: 107 New View Contact: ALEX HIRSCHAUER

☒ Client Name: MELBOURNE VICENTRE SWIMMING CLUB - Status:

Documents Method: ☒ Invoice Account ☐ Cash On Arrival ☐ Tennant

☒ Confirmed Instructions: Setup Letter Letter Email

☐ Tentative Prime Usage: Bookings Confirmation to: Printer

☐ Multiple Bookings

☐ End Date: D

☐ Period:

Booking Type:

View Details

View Change Log **Peak Period**

☐ Display Hourly **Off Peak Pre/Post**

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service
Diving Pool Lane 1	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Diving Pool Lane 2	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Diving Pool Lane 3	2/01/2012	05:30 AM	07:00 AM	<input type="checkbox"/>	90	6	0.00	0.00	Booking
Indoor 50M Lane 03	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 04	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 05	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 06	2/01/2012	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking

**Total owing on this booking line is \$0.00** Pre: Post: Apply Pre/Post Add Booking Line Cancel Booking Line

Asset Description Qty Add

Staff Members Name Add

Credit Amount

**Other Booking Charge Details**

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* - Price was overridden				

Add Service Add Product Selected Booking Total \$: 0.00

Group Booking Total: \$ **0.00**

Tran ID Payment Date Amount, \$

Book it and Pay Update Close

The number of rows that can be viewed without scrolling has been increased in the booking screen.

## Facility Override Screen (changes)

The override screen now has the ability to apply the override charge as per hour, per period or total charge. The manual override has the same options.

The screenshot shows a window titled "Facility Charge Overrides" for "VBALL CRT 3". It displays "16 periods of 15 minutes" and a "Total of 240 minutes".

**Pre Set Overrides**

Apply To: ☒ Per Hour ☐ \$ Per Period ☐ Charge (\$)

Bookings - Volleyball (\$0) (total \$0.00)			

Other Override:

**Manual Override (16 periods of 15 minutes)**

Charge/period:  Total Charge: \$

Charge/hour:



## Facility booking Multi-Edit screen

Facility Booking - Modify

Date Booked: Thu 9/02/2012 Booking ID: 100 Ref # 5338 to 27420 inclusive

**Booking Details**

Casual Use  
Customer  
**Client**  
Documents

Booking Name: MVC SUMMER TRAINING 2011/12 WEDNESDAYS - 329864  
Client Id: 107 New View Contact: ALEX HIRSCHAUER  
Name: MELBOURNE VICENTRE SWIMMING CLUB - Status: ...  
Method: ☒ Invoice Account ☐ Cash On Arrival  
Instructions: ... Setup Letter Letter Email  
Prime Usage: Bookings Confirmation to: Not Sent

Multiple Bookings  
End Date: ... D  
Period: ...  
Booking Type: ...  
View Details

View Change Log  
Display Hourly  
Peak Period  
Off Peak Pre/Post

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service
Indoor 50M Lane 03	7/12/2011	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 04	7/12/2011	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 05	7/12/2011	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 06	7/12/2011	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 07	7/12/2011	05:30 AM	07:30 AM	<input type="checkbox"/>	120	8	0.00	0.00	Booking
Indoor 50M Lane 08	7/12/2011	05:30 AM	08:00 AM	<input type="checkbox"/>	150	10	0.00	0.00	Booking
Indoor 50M Lane 09	7/12/2011	05:30 AM	08:00 AM	<input type="checkbox"/>	150	10	0.00	0.00	Booking

Total owing on this booking line is \$0.00 Pre: Post: Apply Pre/Post Add Booking Line Cancel Booking Line **Edit Booking**

Asset Description Qty Add  
Staff Members Name Add  
Credit Amount

**Other Booking Charge Details**

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* - Price was overridden Add Service Add Product Selected Booking Total \$: 0.00				

Tran ID Payment Date Amount \$ Group Booking Total \$: 0.00 Book it and Pay Update Close

There is a new multi-edit screen for facility bookings. You can access this by clicking on the **Edit Booking** button located on the facility booking screen.

Edit Facility Booking - Booking ID: 2887

**Edit Facility Booking**

Filters  
Facility: ... Set  
Date  
From: ... To: ...  
Time  
From: ... To: ...  
☒ Mon ☒ Fri  
☒ Tue ☒ Sat  
☒ Wed ☒ Sun  
☒ Thu  
Clear Filters

Fill Down  
Change Facility  
Apply Override Clear Fill Downs  
Fill Down

Facility Name	Attended	Date	From Time	To Time	Duration (hrs)	No. Periods	Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)	Service Name
Marshall Room	<input type="checkbox"/>	Mon 2/07/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire
Hockey Internal Meeting Room	<input type="checkbox"/>	Thu 19/07/2012	06:00 PM	06:30 PM	0.5	2	0.00	0.00	0.00	SNHC
Marshall Room	<input type="checkbox"/>	Mon 6/08/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire
Marshall Room	<input type="checkbox"/>	Mon 3/09/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire
Marshall Room	<input type="checkbox"/>	Mon 1/10/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire
Marshall Room	<input type="checkbox"/>	Mon 5/11/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire
Marshall Room	<input type="checkbox"/>	Mon 3/12/2012	05:30 PM	07:00 PM	1.5	6	0.00	0.00	0.00	Booking - Aquatic Sports Hire

Select All Select Highlighted Only Cancel Booking

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

Save Delete Clear Clone Close

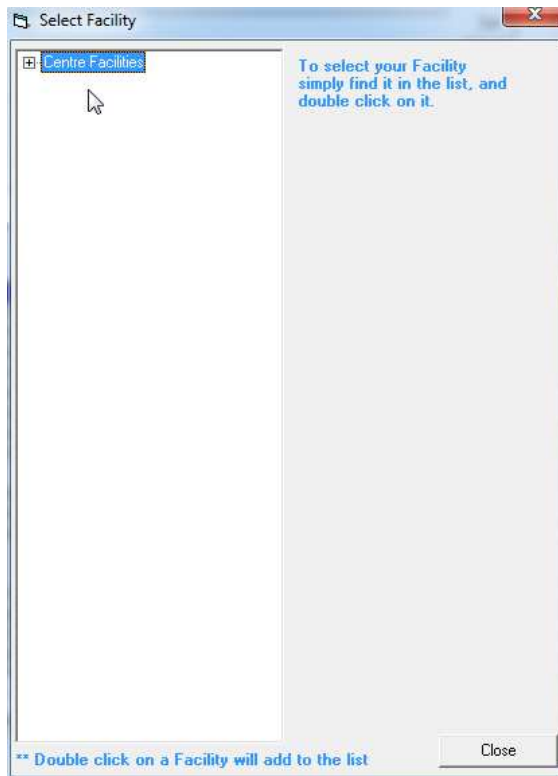
The screen will display as above.



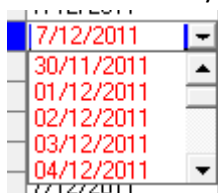
This screen gives you the ability to make bulk changes to your facility bookings by selecting the appropriate booking lines using the checkboxes and doing the following before clicking the

button to execute the changes:

1. Change the facility a booking line is assigned to. This can be done by clicking the  button and selecting the facility you wish to change to from the tree that will display



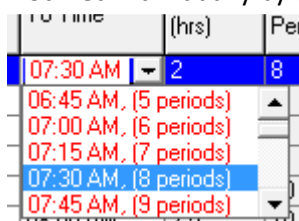
2. Change the date by using the  to select the new date or typing the date you wish to change to. It will default to the format  . You can also make changes to individual lines by clicking on the field you wish to alter and using the drop down



or by typing in the field manually.

3. Change the time by typing in the new from and to times in the fields above these columns.

The time will default to the format  . The times can also be modified individually by clicking on the field you wish to alter and using the dropdown



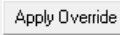
Or by typing manually into the field. The times will default to valid booking times for that facility.

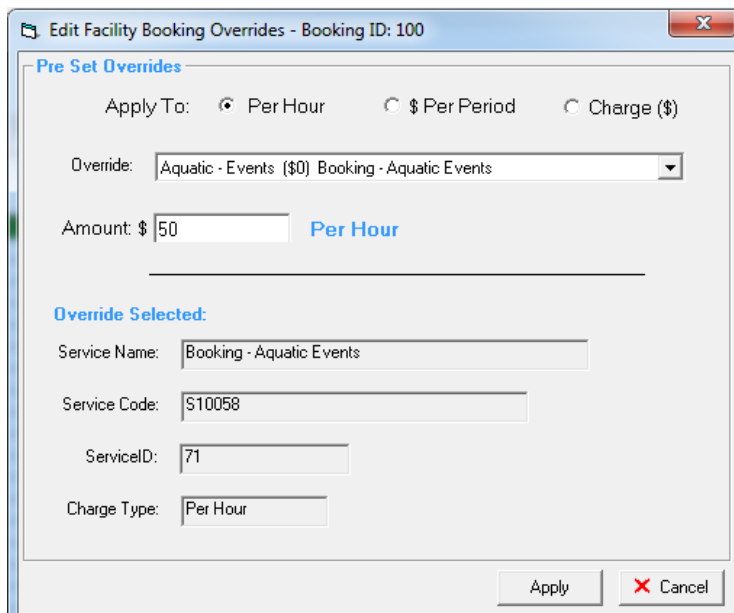
4. Change the charges by typing into one of the charge type fields at the top of the charge columns

Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)	
0.00	0.00	0.00	

(NB: You can only change one charge type at a time).

The other charge columns will update to reflect any changes made to the modified charge column. You can also overtype the charges for individual booking lines.

5. Change the service code override by clicking the  button and selecting the new override from the list:



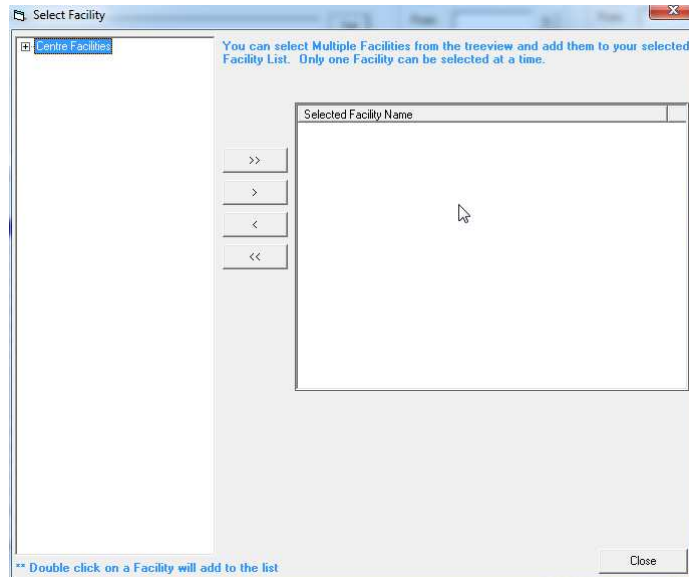
The charge type (per hour, per period, or total charge) and amount can also be designated from this screen.

**NOTE:** Times and Facilities cannot be bulk changed if they have differing period durations or timetabling.

To help aid the selection of appropriate booking lines to be altered filters can be used to reduce the number of booking lines displayed:

Facility:

By clicking the  button, facilities can be chosen to filter the list with:



Facilities can be moved by clicking the arrow buttons or double clicking on a facility.

**Date**  
From:    
To:

**Time**  
From:   
To:

☒ Mon ☒ Fri  
☒ Tue ☒ Sat  
☒ Wed ☒ Sun  
☒ Thu ☒ All

☐ Display Pre/Post

Times, Dates, and Days can also be entered as above to filter. Also ability to include/exclude Pre-Post booking lines.

To clear the filters click the  button.