

# Bookings

The way the bookings are set in the restaurant options.

The screenshot shows the 'Restaurant' tab in the software interface. The 'Bookings' section is highlighted with a blue oval. It contains the following settings:

- On Management Menu** (dropdown menu)
- ☐ Must Enter Assistant Before Taking Bookings
- ☒ Enable Lunch Time
- Default Booking Time** (input field with value 90)

Other sections visible in the interface include:

- Receipt**: Restaurant Text (Restaurant), ☐ Red, Save Order (Print for New Order, Action on Amended Order: No Action), Action on Finalising Order (No Action), and a list of checkboxes for receipt printing options.
- Restaurant Service Charge**: Start Time (0), Receipt Text, Charge % (10.00), Add to Charge If Covers More Than (0), Ask to Add Charge (Can Edit), ☐ Calculates Service Charge Before Any Discount, and Text if No Service Added.
- Sundry**: Starting Menu (0), EOD Report Doesn't Display Covers, Puts Finalised Orders on Payment by Driver Screen, After Order Returns to Tables, All Restaurant Sales Are VAT Rate 1, Asks for Payment When Saving Order if Cash, Starter Button on Make Line screen, Analysis by Value, Orders Appear on Collection & Box Edge Labels, Defaults to Payment by C/C, After Printing Receipt Returns to Tables, Restaurant Orders (Normal), Password to Amend Order (No), New Order (Asks No Of Covers), After Printing Order Reloads (Order Screen), and Default Delay - Kitchen Printer 2 (0).
- Omit Courses**: Restaurant and Not Restaurant input fields.

At the bottom of the window are two red buttons: **Abort** and **Save & Exit**.

The Bookings Section is where you can set how the booking work if you have chosen it to appear.

- The first drop down allows you to say where or if the bookings button appears. It defaults to "None" but can be set to "On Main Menu" or "On Management Menu" and if set to either of these that is where the Bookings Button will appear.
- The "Must Enter Assistant Before Taking Bookings" option, if set, will ask for the assistant name first when placing a booking.
- The "Enable Lunch Time" option, if chosen, when you choose a day to place the booking will have a "Show Lunch" button at the bottom right and if you press this it will show the earlier period of time for that day

Once the bookings are set up the Bookings button appears where you set it to. Once you press on Booking you will see the days in the month.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 Mar	29 Mar	30 Mar	31 Mar	01 Apr	02 Apr	03 Apr
04 Apr	05 Apr	06 Apr	07 Apr	08 Apr	09 Apr	10 Apr
11 Apr	12 Apr	13 Apr	14 Apr	15 Apr	16 Apr	17 Apr
18 Apr	19 Apr	20 Apr	21 Apr	22 Apr	23 Apr	24 Apr

Cancel

▼

▲

Choose a day by pressing on it on you will see a tables with time slots on the left. If you have lunch enabled you will also have a button at the bottom right say "Show Lunch" and it you press this the times on the left will change to cover lunchtime.

17:00											
:15											
:30											
:45											
18:00											
:15											
:30											
:45											
19:00											
:15											
:30											
:45											
20:00											
:15											
:30											
:45											
21:00											
:15											
:30											
:45											
22:00											
:15											
:30											
:45											

Finish

Friday April 1 2022

Print

Show Lunch

Once you have chosen a time slot a screen will appear to enter the booking details.

Phone No.	<input type="text"/>				+		+	
Title	<input type="text"/>	Mr	Mrs	Miss	Ms	19:00		90
Name	<input type="text"/>				-		-	
Address	<input type="text"/>				Covers	<input type="text"/>	2	4
Postcode	<input type="text"/>	Search Postcode		Notes		<input type="text"/>		
Email	<input type="text"/>							

Q	W	E	R	T	Y	U	I	O	P	7	8	9
A	S	D	F	G	H	J	K	L	@	4	5	6
Z	X	C	V	B	N	M	_	▲	Enter	1	2	3
Space					-	Del	◀	▼	▶	0	.	

Finish
Cancel

Here you can enter the name, address , phone number and email address. At the top right it allows you to adjust the time slot start time or slot time period, then the number of covers and finally any notes about the booking.

To see the bookings that have already been made for a day again press the booking button and press the day. You will now be shown the day and if there are any current bookings they will show here.

17:00												
:15												
:30												
:45												
18:00												
:15												
:30												
:45												
19:00	4	Mr Smith										
:15	4	4										
:30	8		Mrs Jones									
:45	8		4									
20:00	8											
:15	8											
:30	4											
:45	4											
21:00												
:15												
:30												
:45												
22:00												
:15												
:30												
:45												

Finish

Friday April 1 2022

Print

Show Lunch

If you press on existing booking it will show you the detail of the booking. In the column after the time it shows a total number of covers for the bookings.