

Making an Hourly

Venue Booking

Note Only rooms that have been set up as Venues will appear on the Hourly Venue Availability chart. To enable hourly venue bookings for a room select the Venue radio button in the Room Details window when setting up that particular room (See "Setting up Rooms" on page I) .

1. Click on the Availability button on the Home window. The Daily Room Availability chart will be displayed.

2. Click on the Venues By Hour button located at the top right of the chart. The Hourly Room Availability chart will be displayed.

3. Click on the cell where the required room and hour intersect on the chart. A pop-up window will appear.

4. Select the first choice of New Booking... . The New Booking window will be displayed.

5. Enter the details for this hourly booking and click OK.

Note Remember to choose the arrival and departure hours & minutes of an Hourly Booking if you want the booking to last, for example, only 1 hour and 25 minutes. The Hourly Availability window will then visually display exactly when a booking arrives and departs from the hourly room.