



# Sales and Catering – Duplicating Bookings and Events

## Quick Reference Guide

### Introduction

This Quick Reference Guide will explain the procedure to change Duplicate a Sales and Catering Booking, or an Individual Event. It is assumed that the reader is already able to create a Booking.

### Procedure

There are 3 steps required to duplicate either a Booking or an Event. If only duplicating an event, **skip to section 2.4.**

- Step 1: After a Booking or Event is completed select the Duplicate Option
- Step 2: Address each of the components that are being copied
- Step 3: Change the date to the new Booking or Event

### Step One, Duplicating a Booking

From the “Window” menu within the Booking Screen select “Duplicate Booking”

The screenshot shows the 'Booking [nwind] - Queen's Quay Landing' application window. The 'Window' menu is open, and 'Duplicate Booking' is highlighted. The main window displays the following details:

- Status: CF CONFIRMED
- Owner Prop: QL
- Booking Text: N
- Banking And Trust: Text N
- Room Nights: 12
- Audit Status: [blank]
- Decision Date: 01/03/2008
- Inquiry Number: [blank]
- Contract Due: 01/03/2008
- Res Method: IND CALL
- Start Date: 01/11/2008, Time: 07:00am, Day: FRI
- End Date: 01/11/2008, Time: 11:59pm, Day: FRI
- Adults: 40, Children: [blank]
- Expected: [blank], Guaranteed: 40
- Event Date: 01/11/2008
- Event: [blank]
- Event Total: 887.96



## Step Two, Select Items to Copy

The following screen will appear when you select to duplicate.

Duplicate?	Y/N	Y/N
Text	Y	Y
Contacts	Y	Y
Authorizations	Y	Y
Service Chg Exemptions	Y	Y
Events	Y	Y
Event Text	Y	Y
Event Rates	Y	Y
Delegates	Y	Y
Sub-Events	Y	N
Sub-Event Text	Y	Y
Special Charges w/Text	Y	Y
Functions Rooms Booked	Y	Y
Billing Text	Y	Y
Advance Deposits		Y
Staff Hours Worked w/Text		Y
Attributes		Y
Tax Exemptions		Y
Activities		Y
Activity Text		Y
Delivery Location Text		Y
Food & Beverage w/Text		N
F&B Modified Text		Y
F&B Item Substitution		Y
Inventory Items w/Text		Y
Sub-Event Delivery Text		Y

New Booking Start Date: 02/11/2008

Buttons: OK, Cancel

Any fields that have a “Y” will be duplicated into the new Booking. For example, an “N” has been placed in the “Food and Beverage w/Text” field. This will copy all of the contents of the Booking with the exception of the Food and Beverage Items that have been ordered. Any of the above items can be omitted from the New Booking by placing an “N” in the field to the right of the item.

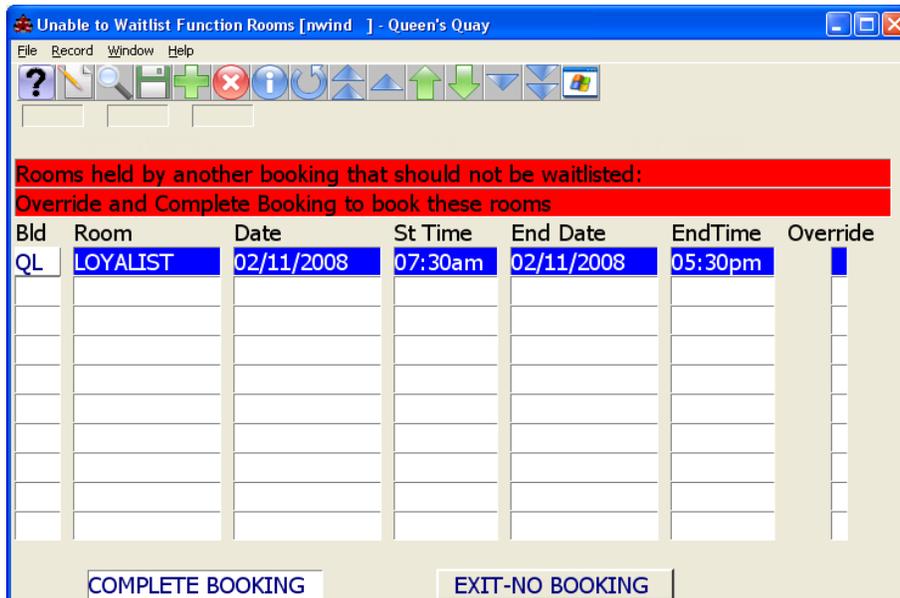
### Step Three, Complete the New Booking

Change the date to the appropriate date of your new Booking by over keying the date field at the bottom of the screen.

Once you do so, a popup screen will appear that will present you with the new Booking number.



In the Event that the function room is copied and the room is already booked on that day, you will receive a popup that states the room has been booked. You can choose to complete the Booking, and waitlist the room, or Exit without Booking.





## Step One, Duplicating an Event

From the "Event" menu within the Event Details Screen select "Duplicate Event"

The screenshot shows the 'Event Details' window for 'Queen's Quay Landing'. The 'Event' menu is open, and 'Duplicate Event' is highlighted. The interface includes a menu bar (File, Record, Window, Event, SubEvent, Audit, Help), a toolbar with navigation icons, and a main area with various fields and a table.

Fields visible include: Booking Number, Client Code, Event Number, Description, Event Date, Exp Adults (40), Exp Children, Gtd Adults (40), Gtd Children, Max # Tickets, Booking Status (CF), Booking And Trust, From (01/11/2008 FRI) to (01/11/2008 FRI), Audit Status, Property Code (QL), Event Text (N), Event Del Text (N), and buttons for FOOD/BEV, INVENTORY, and CHARGES.

Start	Sub#	End	Bld	Room	Gtd#	Function	Set Up	FB	In	Sp	ST	DT
07:30am	1	05:30pm	QL	LOYALIST	40	MEETING	R8		Y		Y	
08:00am	2	08:30am	QL	LOYALIST	40	BREAK	AS IS	Y				
12:00pm	3	01:00pm	QL	LOYALIST	40	LUNCH	R8	Y		Y		
02:30pm	4	03:00pm	QL	LOYALIST	40	BREAK	AS IS	Y				

## Step Two, Select Items to Copy

The following screen will appear when you select to duplicate.

Field	Value	Field	Value
Booking Number	4275	Booking	Booking Status
Client Code	15746	Client	ABC Banking And Trust
Event Number	1	Event	01/11/2008 FRI
Duplicate?	Y/N		
Event Text	Y	Delivery Location Text	Y
Activities	Y	Event Delegates	Y
Activity Text	Y	Event Rates	Y
Booked Function Rooms	Y		
Sub Events	Y	Food & Beverage w/Text	Y
Sub-Event Text	Y	F&B Modified Text	Y
F&B Item Substitution	Y	Special Charges w/Text	Y
		Inventory Items w/Text	Y
		Sub-Event Delivery Text	Y
New Event Date	01/12/2008		

Any fields that have a “Y” will be duplicated into the new Booking. Any of the above items can be omitted from the New Booking by placing an “N” in the field to the right of the item. You will notice that the options are fewer within the Event duplication, as there is more information on a Booking level to copy



### Step Three, Complete the New Event

Change the date to the appropriate date of your new Event. NOTE\* The new Event that is created must be encompassed by you Booking date. For example, if your booking ended on the 11<sup>th</sup>, you could not duplicate an Event for the 12<sup>th</sup>. You must first extend the Booking date.

You will notice that when you exit back to the booking screen, that a new Event has been created for the 12<sup>th</sup>. The totals for each Event are the same, at \$887.96, as in this case all items were left the same.

Booking [nwind] - Queen's Quay Landing

File Record Edit Window View Event Form Reports Audit Help

Booking# 4275 Status CF CONFIRMED Owner Prop QL

Acct Manager NWIND Text N Conf Serv Mgr NWIND Booking Text N

Client 15746 Abc Banking And Trust Text N

Bill To 15746

Description Booking Room Nights 12

Contact Carol Young Audit Status

Onsite Cntct Decision Date 01/03/2008

Folio/Event G Mkt Segment FINANCE Inquiry Number

Bill Terms MASTER A Billing Text N Contract Due 01/03/2008

Srce of Bus INTERNAL Res Method IND CALL

Date Time Day

Start 01/11/2008 07:00am FRI Expected

End 01/12/2008 11:59pm SAT Guaranteed

Waitlist Rm N Adults 40 Children

Event Date	Event	Evt#	FB	In	Sp	Rrr	Event Total	Ad
01/11/2008	Event	1	Y	Y	Y	Y	887.96	
01/12/2008	Event	2	Y	Y	Y	Y	887.96	

In the case that you duplicate an Event to a new day, and the Function space is held by another Booking, you will see the below warning screen.

Unable to Waitlist Function Rooms [nwind ] - Queen's Quay

File Record Window Help

Rooms held by another booking that should not be waitlisted:  
Override and Complete Booking to book these rooms

Bld	Room	Date	St Time	End Date	EndTime	Override
QL	LOYALIST	02/11/2008	07:30am	02/11/2008	05:30pm	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

COMPLETE BOOKING      EXIT-NO BOOKING