



# 1 Cash Block Bookings Pre-Configuration

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



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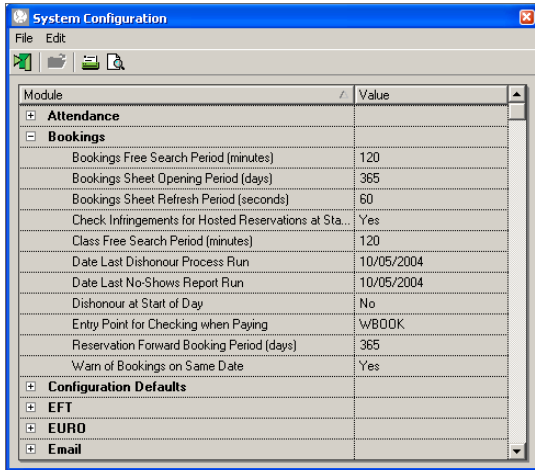
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## Pre Configuration for Cash Block Bookings



## Your Site Configuration

**Booking Sheet Opening Period** - This indicates how far in advance the booking sheets will be open in order to create the classes

**Reservation Forward Booking Period** - This changes at the same time as the above is changed

**Check Infringements for Hosted Reservations at Start of Day** - When creating a hosted reservation the system checks the bookings entry point for any infringement settings. The booking can be made if there are no infringements identified at the time, but if some future dates of the reservation are created during the Start Of Day process and there are infringements found, there will be a Member Access Denied message displayed alerting the user that a date has not been booked. This defaults to Yes.

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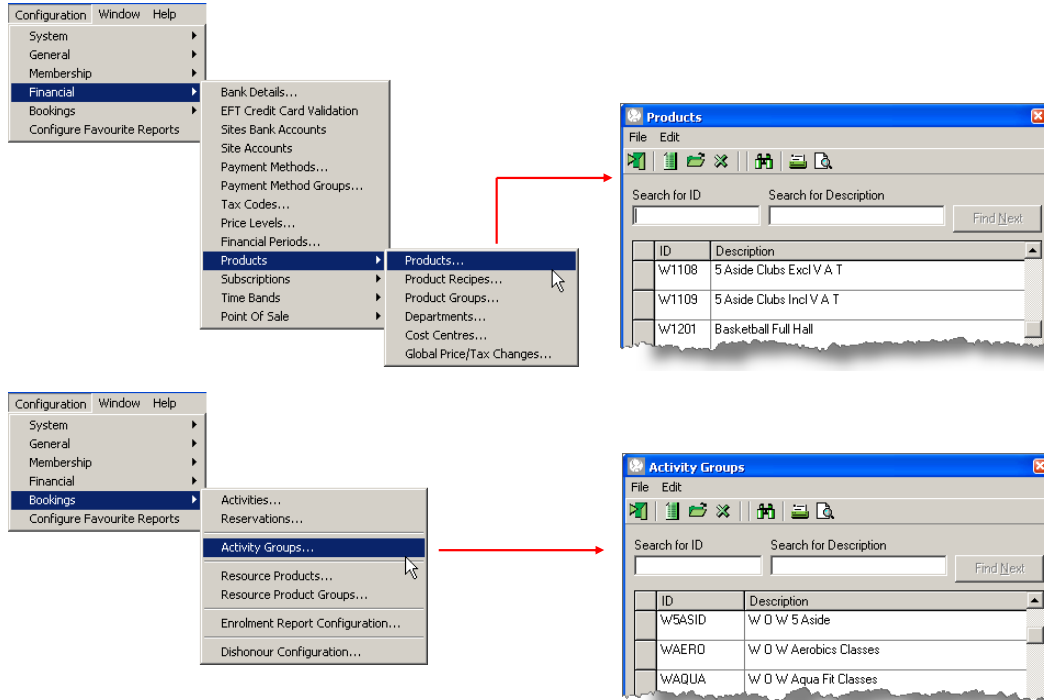


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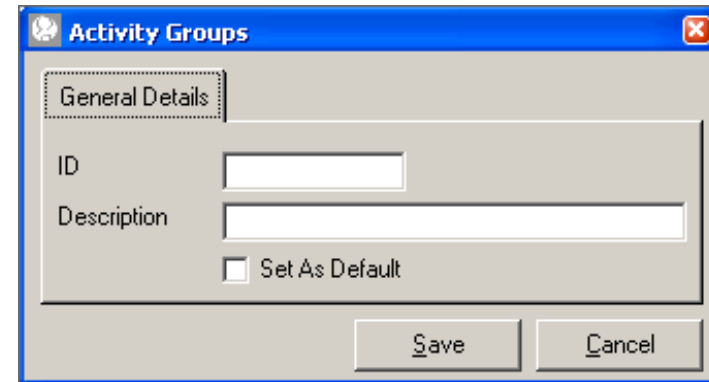
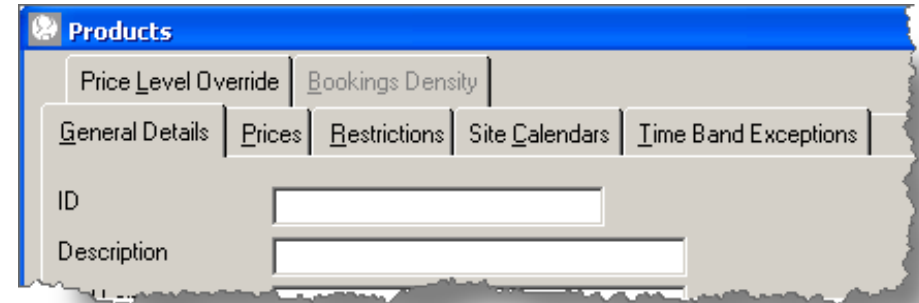


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## Pre Configuration for Cash Block Bookings



## Your Site Configuration



**Reservation Pricing Products** - The pricing Product needs to be configured for the Reservation.

**Activity Groups** - The Activity Group will need to be configured. This will be used for reporting and searching.

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## Pre Configuration for Cash Block Bookings

The screenshot illustrates the configuration steps. The 'Configuration' menu is open, showing 'Financial' > 'Point of Sale' > 'Ticket Layouts...'. The 'Ticket Layouts' window shows a table of layouts:

ID	Description
CONCL	Classes
CONFH	Confirmation Letter Hosts
CONFP	Confirmation Letter Party
COURS	Courses

The 'Ticket/Wristband Layouts' window for 'CONFH' is shown with the following settings:

- ID: CONFH
- Type: Ticket
- Description: Confirmation Letter Hosts
- Paper Size: A4
- Width: 115
- Font: Arial, Size 9

The field list on the left includes: Date, Time, First Names, Last Name, Salutation, Title, Member ID, Members Status, Members Loyalty Points, Card Number, Home Property, Home Street, Home Locality, Home Town, Home Region, Home County, Home Postcode, Home Telephone, Home Fax, Home E-Mail, Member Price Level, Birth Date, Join Date, Work Company, Job Title, Work Property, Work Street, Work Locality, Work Town, Work Region, Work Postcode.

## Your Site Configuration

The 'Ticket/Wristband Layouts' window for 'CONFH' shows the following configuration:

- ID: CONFH
- Type: Ticket
- Description: Confirmation Letter Hosts
- Paper Size: A4
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The preview area shows a sample ticket layout with the following text:

Dear <First Names>  
 Member ID: <Member ID>  
 write to confirm the booking for <Work Company> at the World of Water Sports Complex.  
 The itemised costs <Host Billing Period Desc> will be <Amount Owing>  
 Your Booking Reference is <Booking Reference>  
 The dates booked for you are  
 <Session Date/Time List Down>  
 The areas booked for you are

**Ticket Layout** - This can be configured as a confirmation letter that can be printed once the Reservation has been saved onto the booking sheet

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## Pre Configuration for Cash Block Bookings

## Your Site Configuration

Members : Johnson, Stephen (1000049) ( 1 Of 1 )

ID: 1000049

Last Name: Johnson | Join Date: 23/02/2008

First Names: Stephen | Price Level: CASAD - Casual Ad

Salutation: Stephen | Status: CURR - Current Me

Birth Date: DD/MM/YYYY | Title / Gender: Mr - Male

Priority Sub: [ ]

Home Address | Work Address | More Details | User Fields | Preferences | Referrals | Login

Postcode: NE1 4TT | Telephone: [ ]

Property Name: The Gables | Fax: [ ]

Street: 34 High Street | Email: [ ]

Locality: Andridge | Mobile Phone: [ ]

Town: Andunder

Region: [ ]

Country: [ ]

Training Database (WOW) | 1 - Jill Taylor (PC 4) | 23/02/2008 | 14:53

Members

ID: 1000050

Last Name: [ ] | Join Date: 23/02/2008

First Names: [ ] | Price Level: CASAD - Casual Ad

Salutation: [ ] | Status: CURR - Current Me

Birth Date: DD/MM/YYYY | Title / Gender: [ ]

Priority Sub: [ ]

Home Address | Work Address | More Details | User Fields | Preferences | Referrals | Login

Postcode: [ ] | Telephone: [ ]

Property Name: [ ] | Fax: [ ]

Street: [ ] | Email: [ ]

Locality: [ ] | Mobile Phone: [ ]

Town: [ ]

Region: [ ]

Country: [ ]

Training Database (WOW) | 1 - Jill Taylor (PC 4) | 23/02/2008 | 14:58

**Adding the details of the person who is to make the Booking to the database -**

The above is a regular 5aside Booking but not linked to a bona fide Club

NOTE: If this is a bona fide Club/Organisation you may choose to add the details differently - See Next

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## Pre Configuration for Cash Block Bookings

Members : Wallingford Boys Football Club (Neilson, Brian - 1000048) ( 1 Of 1 )

ID: 1000048  
 Last Name: Neilson  
 First Names: Brian  
 Salutation: Brian  
 Birth Date: DD/MM/YYYY  
 Join Date: 23/02/2008  
 Price Level: CLUBS - Clubs/ Org  
 Status: CURR - Current Me  
 Title / Gender: Mr - Male

Home Address | Work Address | More Details | User Fields | Preferences | Referrals | Login

Company: Wallingford Boys Football Club  
 Job Title: Treasurer  
 Department:   
 Telephone:   
 Extension:   
 Fax:   
 Email:   
 Postcode: FR3 7TH  
 Property Name: Rose Cottage  
 Street: 12 High Street  
 Locality:   
 Town: Tombalton  
 Region: Snareshire  
 Country:

Training Database (W/DW) | 1 - Jill Taylor (PC 4) | 23/02/2008 | 14:55

## Your Site Configuration

Members

ID: 1000050  
 Last Name:   
 First Names:   
 Salutation:   
 Birth Date: DD/MM/YYYY  
 Join Date: 23/02/2008  
 Price Level: CASAD - Casual Ad  
 Status: CURR - Current Me  
 Title / Gender:   
 Priority Sub:   
 Home Address | Work Address | More Details | User Fields | Preferences | Referrals | Login

Company:   
 Job Title:   
 Department:   
 Telephone:   
 Extension:   
 Fax:   
 Email:   
 Postcode:   
 Property Name:   
 Street:   
 Locality:   
 Town:   
 Region:   
 Country:

Training Database (W/DW) | 1 - Jill Taylor (PC 4) | 23/02/2008 | 14:59

Adding a Bona Fide Club/Organisation to the database.

Use the Work Address Tab and it is advised to add the Club/Organisation name into the Company field and the position within the Club/Organisation that the person whose details you have added in Last Name First Name.

In order to display the details as in the above screen shot ensure that the More Details Tab is selected and then the Preferred Mailing Address changed to 'Work'

These details are then shown on the invoice

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