3.4. How to edit your Table Booking System. (Pubs)

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Your website will have your chosen Booking System details loaded on. But these can be edited if you wish.

1. Sign in and go to your Dashboard.

In the Dashboard

> Click - 'Product' (A)
> Click - 'All Products' (B)



Scroll down the 'Book Table' Product you wish to edit

> Click - 'Edit' (C)

201102						away Menu			2020/08/10
IS Cloner lotifications		Book Outside Table		in stock	£10.00	Book a Table	12	\$	Published 2020/07/31
randa Pro		Book Inside Table ID: 489 Edit Quick Edit Bin View Duplicate		in stock	£10.00	Book a Table			Published 2020/07/08
ost SMTP	0	Barefoot, V Zinfandei Bottle (75cl	2	in stock	£12.00	Wine & Fizz	-	☆	Published 2020/07/03
ollapse menu	0. 8	Campo Viej., Rioja Bottle (75ml)	10	in stock	£12.00	Wine & Fizz, Other	10	\$	Published

2. Change various specifications of your Table Booking system.

> Click - 'Bookings' on the left hand side (D)

Enter the time length you want each booking to be (E) To keep a flow of customers, you can restrict the table bookings to a certain length of time. (ie. 120 minutes)

> Change the Maximum bookings you can have in each Block of 120 minutes (F) The is the amount of tables you want to be available in every block. (ie. 10)

> Change the 'Buffer Time', Before or After each Booking Block (G) This enables you to prepare the table for the next customers. (ie. 15mins)

> Change the times you wish to have bookings start and finish (H)

> When finished Click the 'Update' button.

Product data — Booking * Booking Avails * Booking Costs * Booking Participants	product v Vir Booking Priod		Product tags
Booking Avails Booking Costs Booking Participants	Booking Period	Final Marks of	rivouci cego
Booking Availa Booking Costs Booking Participants		Final House of	
Booking Costs Booking Participants		Find Blocks : Customers can book one block at a time.	Add
Booking Costs Booking Participants		Enable Range : Customers can book multiple blocks by choosing a start and an end.	Separate tags with commas
Booking Participants	Max Bookings per Block	10 Allow multiple bookings for the same block until the specified number is reached.	Choose from the most used tags
Contractor in a contractor of the second			
Booking Resources	Remaining Bookings	 Enabling this will show the number of places left for bookings per block. 	Product image *
Booking Assets	Remaining Bookings Text	left O	A A BE A A A A A A A A A A A A A A A A A
& Linked Products	Allow Cancellation	0	
Attributes	Requires Confirmation	Check this box if the booking requires admin approval/confirmation.	
0 Advanced	Eastin Realize Notes		
	Enable booking Notes		
	Buffer Time	°	
	Before Booking	0 ± minute(s)	
	After Booking	IR = minute(s)	Click the image to entit or unclate
			Remove product image
	Daily Booking Times:		-
	First booking starts at :	12:00 0	Product gallery *
	Last booking starts at :	22:00 @	Add product gavery mades
	Note : To override these	timings for specific days, you can set the Availability Rules under Booking Availability.	
Product short description			*
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3. Edit the 'cost' you charge for the booking.

You can charge the customer for each Table Booking if you wish, or this can be set to zero. The charge can be used as a deposit towards food and/or drinks, to deter 'No Shows'.

> Click - 'Booking Costs' on the left hand side (J)

> Change your amount in £'s (K)



> When finished Click the 'Update' button. (L)