

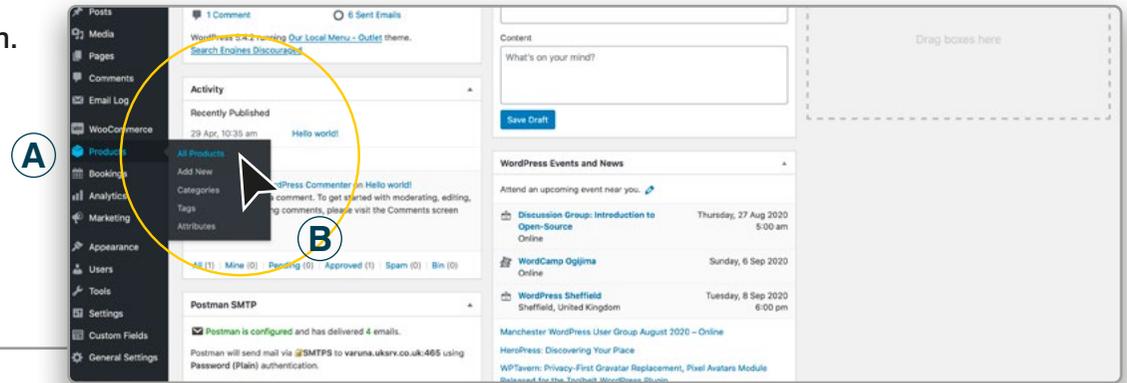
3.4. How to edit your Table Booking System. (Pubs)

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.

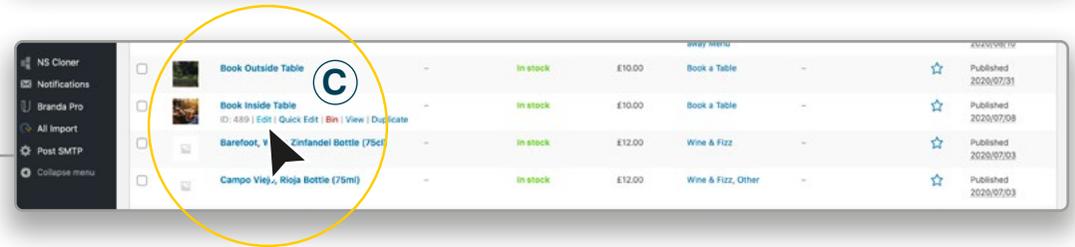
In the Dashboard

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



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

- > Click - 'Edit' (C)



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)

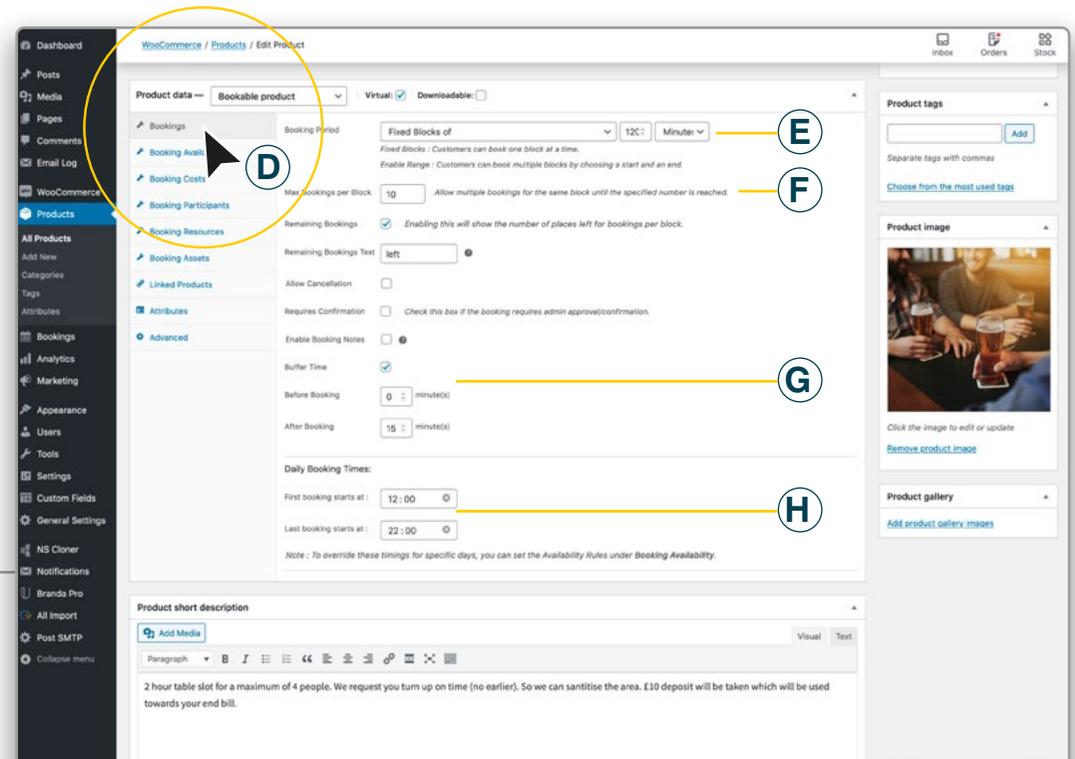
The is the amount of tables you want to be available in every block. (ie. 10)

- > 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.

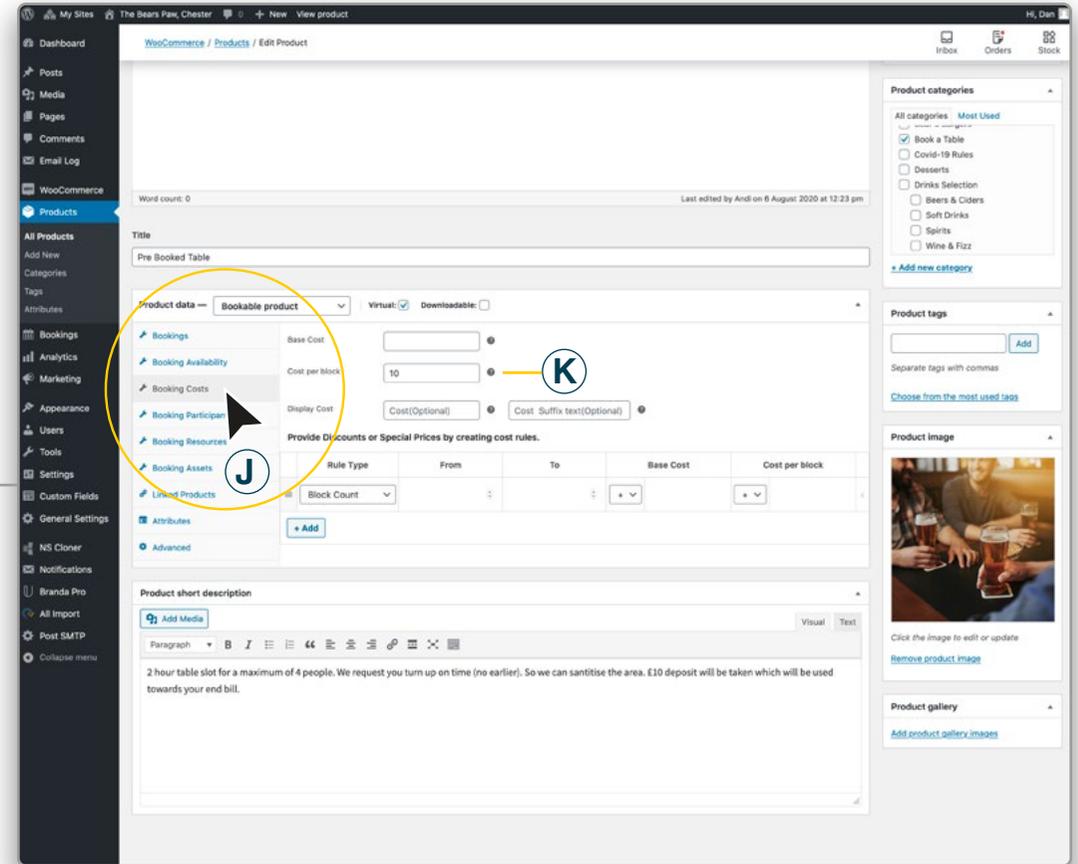


3. Edit the 'cost' you charge for the booking.

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)

