

Booking Settings

Active Sessions | Session Overrides | Defined Sessions | **Booking Form** | Booking Durations | Empty Covers | Lists | Refunds | Settings

Description	Disabled	Optional	Compulsory
Table Number		■	
Telephone Number			■
Customer Name			■
Post Code	■		
Email Address		■	

Save Close

The booking form tab is the simplest of all the tabs on the Booking Settings screen. Here you can decide what information to record about a customer who's booking a table. You have 5 fields to choose from; Table Number, Telephone Number, Customer Name, Post Code and Email Address. You can decide for each of those fields whether the information should be Compulsory, Optional or Disabled. In the image above, we have left the Table Number optional at the time of booking. Customer Name and Telephone Number are compulsory, as you would expect, while Post Code has been disabled. Email Address is optional. If you set a field as compulsory and an attempt is made to save a booking without that field being populated, a message will be displayed;

Save Booking

Please enter the customer's name.

OK

Optional fields are not prompted in the same way. Any fields that you set as disabled will not show when making a booking. In the images below you can see the gap where the Post Code would otherwise be requested, firstly from the back office booking screen and secondly on the till;

Bookings Form

Date: 27 June 2022

Covers: Session: Time:

Table:

Surname:

Forename:

Telephone:

Email:

Clear Customer More Details

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Save Booking Close

MARUS Mike logged on Back

Date: 28/06/2022

Covers: Session: Time:

Table:

Surname:

Forename:

Telephone:

Email:

Clear Customer More Details... Save Booking

Q	W	E	R	T	Y	U	I	O	P	7	8	9
A	S	D	F	G	H	J	K	L	'	4	5	6
Z	X	C	V	B	N	M	,	.		1	2	3
										-	0	.

27 JUN SHIFT 1 MEMSEC TILL 1 13:00