

Key Features

The Bookings module is designed to manage room bookings or site activities. Book in contacts and view bookings in a variety of calendar views.

- Create as many locations as required and link to rooms.
- Store a range of booking types that reflect the services or reason for the booking e.g. Respite Care, Meeting, Conference, Long Term Care.
- Allocate charges to rooms and booking types to create invoices and process payments.
- Create and allocate schedules, set out timings for activities such as 'Morning Sessions', 'Lunch Breaks', 'Break Out Times'.
- Create day types e.g. Bank Holidays, weekends etc. to aid the booking management.
- Assign status to bookings such as confirmed or cancelled.
- Create as many views as required and quickly swap between room(s), days, schedules or in either calendar or grid formats.
- Timetable: Shows all rooms/services within the timespan selected within a calendar format.
- Grid: Shows a list of all the bookings for the selected timespan.
- Create bespoke booking summaries to meet site specific requirements.
- Export data to spreadsheet from the views to provide e.g. a list of all attendees.
- Data on the screen view can be for mail merge to a Word[®] document.

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