

A person in athletic wear is stretching on a road at sunrise. The person is wearing black leggings with pink accents and black sneakers with pink soles. They are holding their right leg with their right hand. The road is paved and has white lane markings. The background shows a line of trees and a bright orange sun low on the horizon, creating a warm, golden glow over the scene.

# A NEW DAWN

RELEASE 1.0

## **EXCEPTIONS TO CLOSE BOOKING SHEETS**

### **HOW TO GUIDE**

MAY 2020



Exceptions are useful for blocking off certain areas of the booking sheet, so that activities or reservations cannot take place.



# Exceptions to Close Booking Sheets

## Exceptions to close Booking sheets

Exceptions are useful for blocking off certain areas of the booking sheet, so that activities or reservations cannot take place. For example, if the fitness suite / gym is to be closed for 15 minutes for cleaning.

An exception can be added to a single resource product from the booking sheet.

If a series of exceptions needs to be added over a period of time, you can add an exception schedule. For example, regular cleaning scheduled/slots for a date range (ie. every Mon morning at 8am).



# Exceptions to Close Booking Sheets

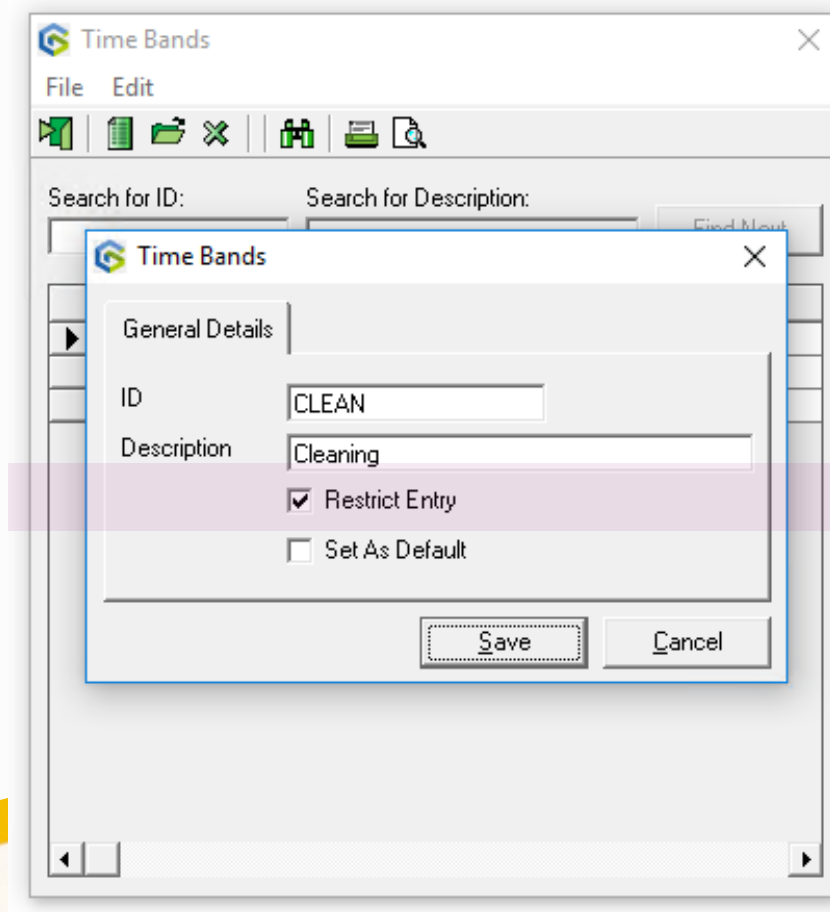
## Setting up the Time Band

Restricted Time Bands are used for these Exceptions

Configuration > Financial > Time Bands > Time Bands

Select New

Enter ID & Description



Time Bands

File Edit

Search for ID: Search for Description:

Time Bands

General Details

ID: CLEAN

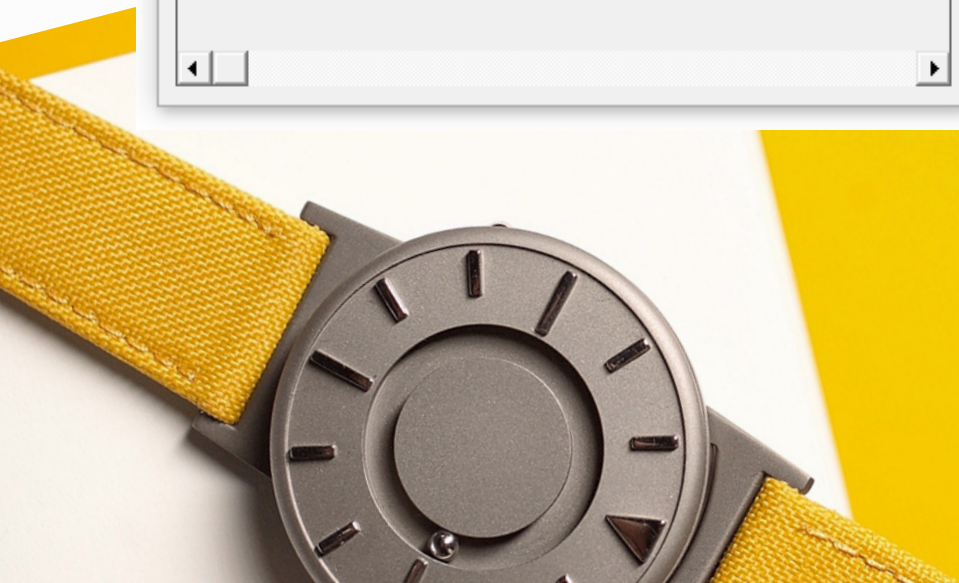
Description: Cleaning

☒ Restrict Entry

☐ Set As Default

Save Cancel

It is essential that you tick Restrict Entry, otherwise this new Time Band will be added to every Product Price

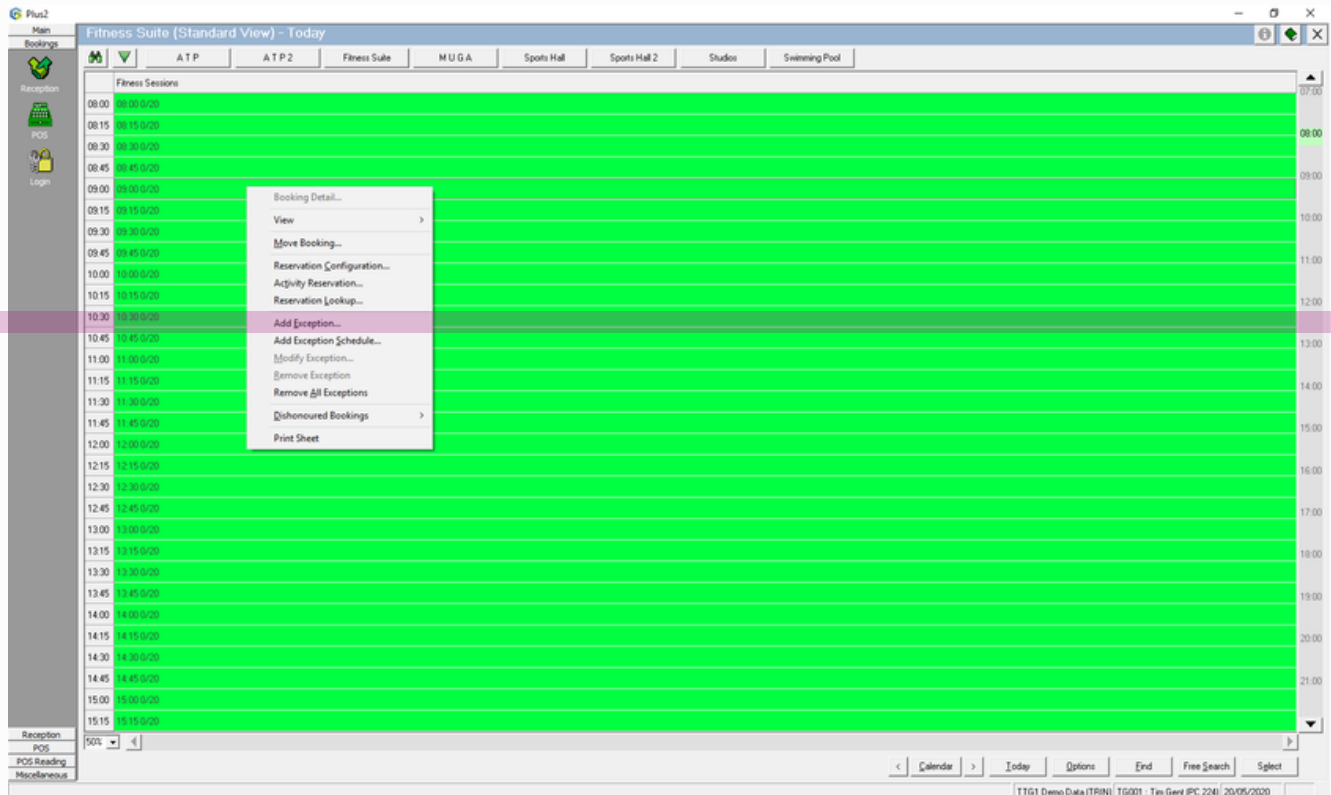


# Exceptions to Close Booking Sheets

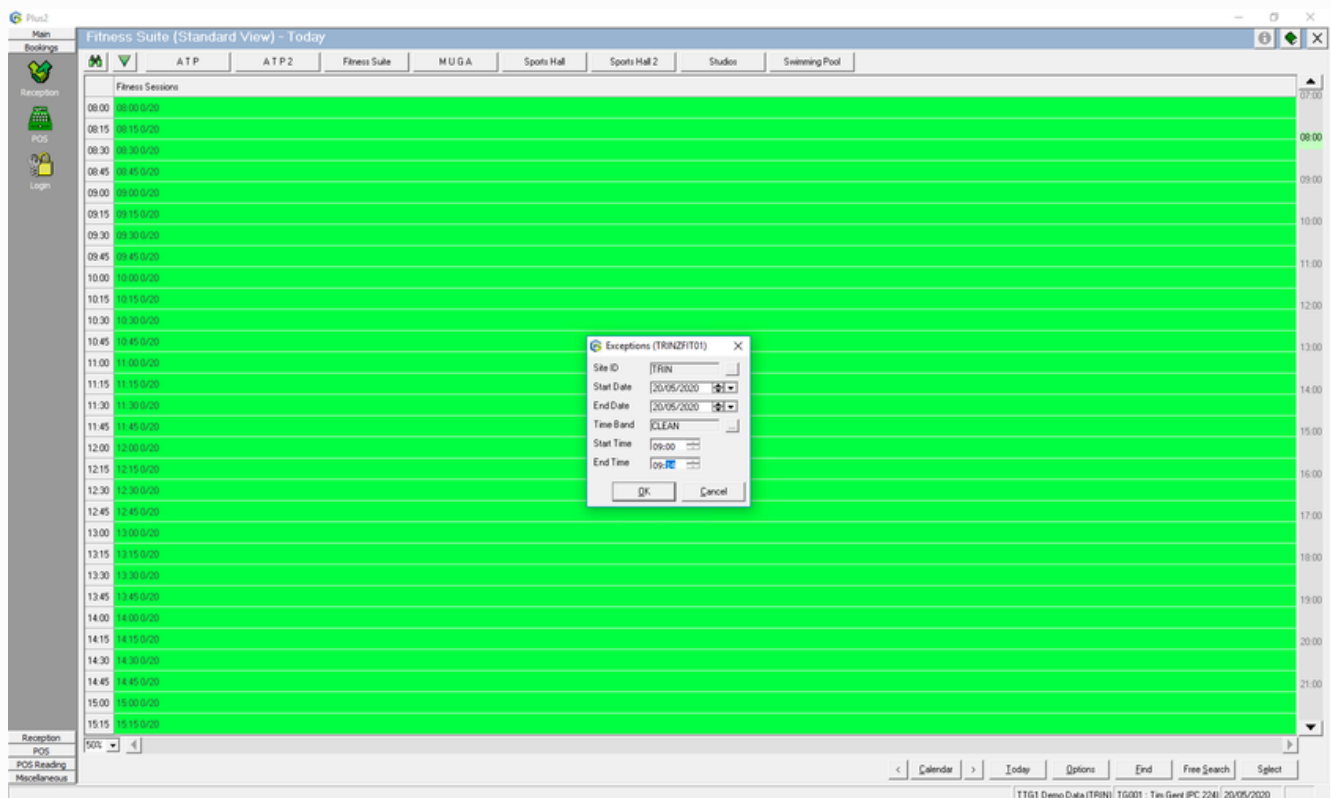
## Adding the Time Band Exception to the Booking sheet

Open the relevant Booking sheet, and select the appropriate time slot

Right mouse click > select Add Exception



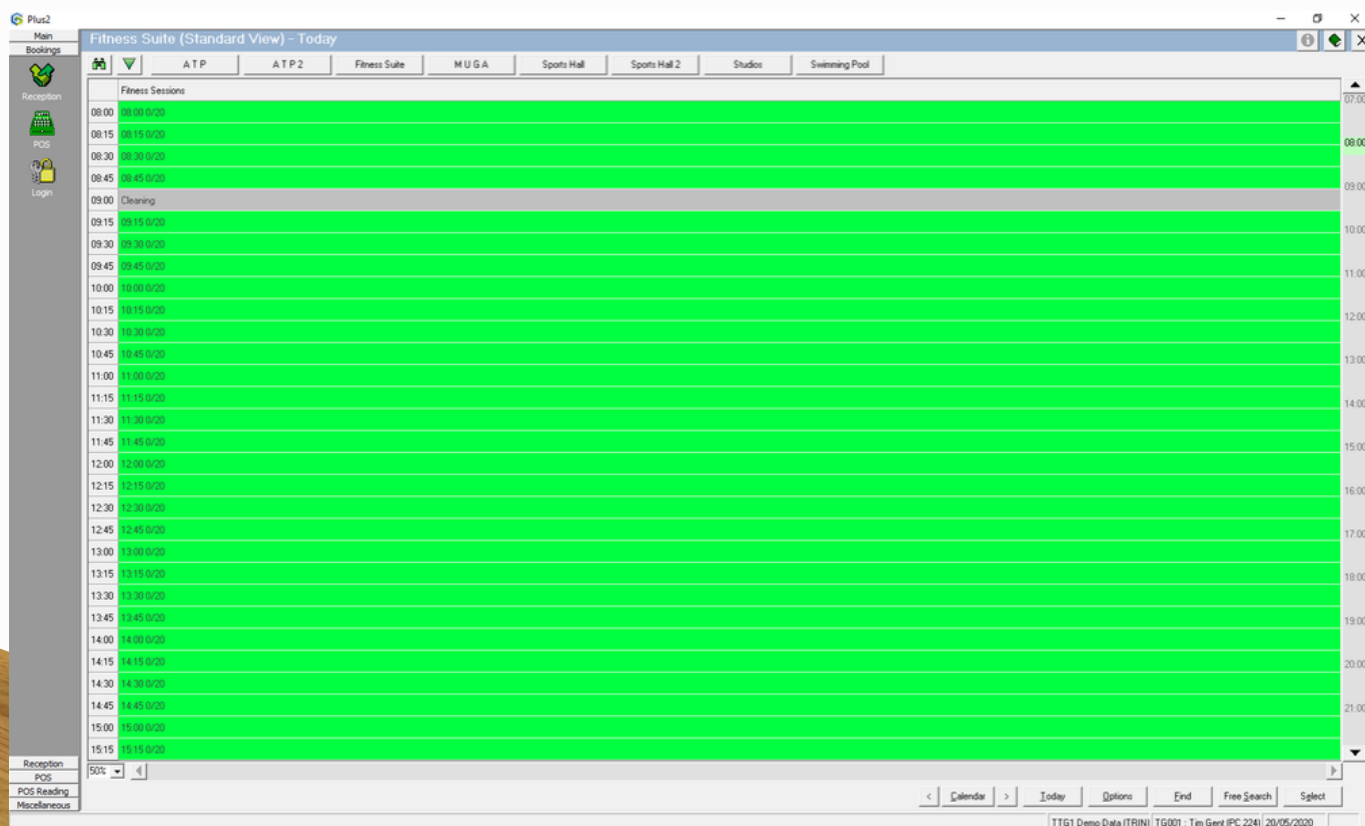
Select the relevant Time Band and Start and End Time. In this example Cleaning has been set between 9:00 and 9:14 (to allow Members to book back in at 9:15)





# Exceptions to Close Booking Sheets

The end result means that no Bookings can be made between 9:00 until 9:15 (either in centre/club or online)



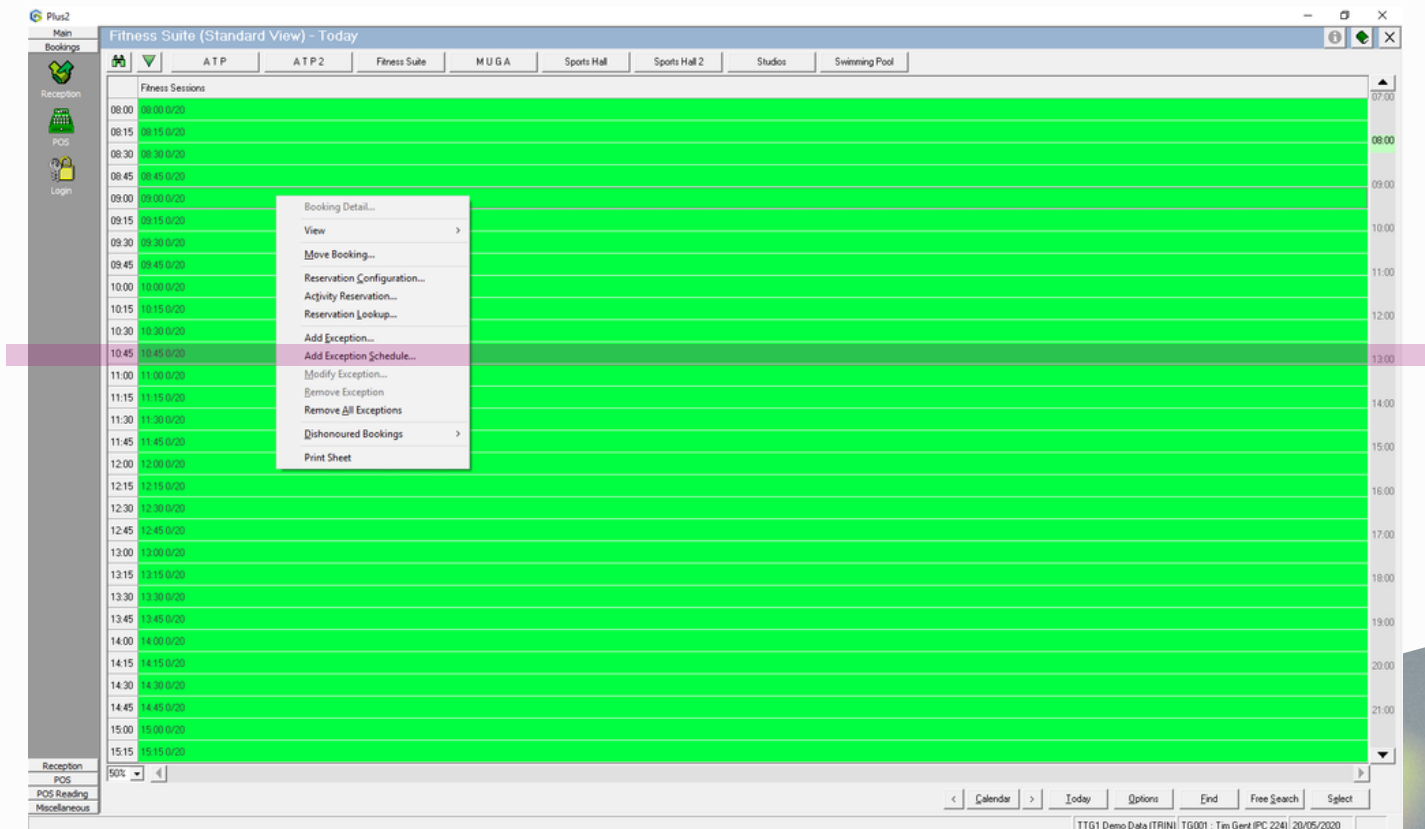
# Exceptions to Close Booking Sheets

## Adding the Time Band Exception Schedule to the Booking sheet

A Time Band Exception Schedule allows you to select multiple days over a date range

Open the relevant Booking sheet, and select the appropriate time slot

Right mouse click > select Add Exception Schedule

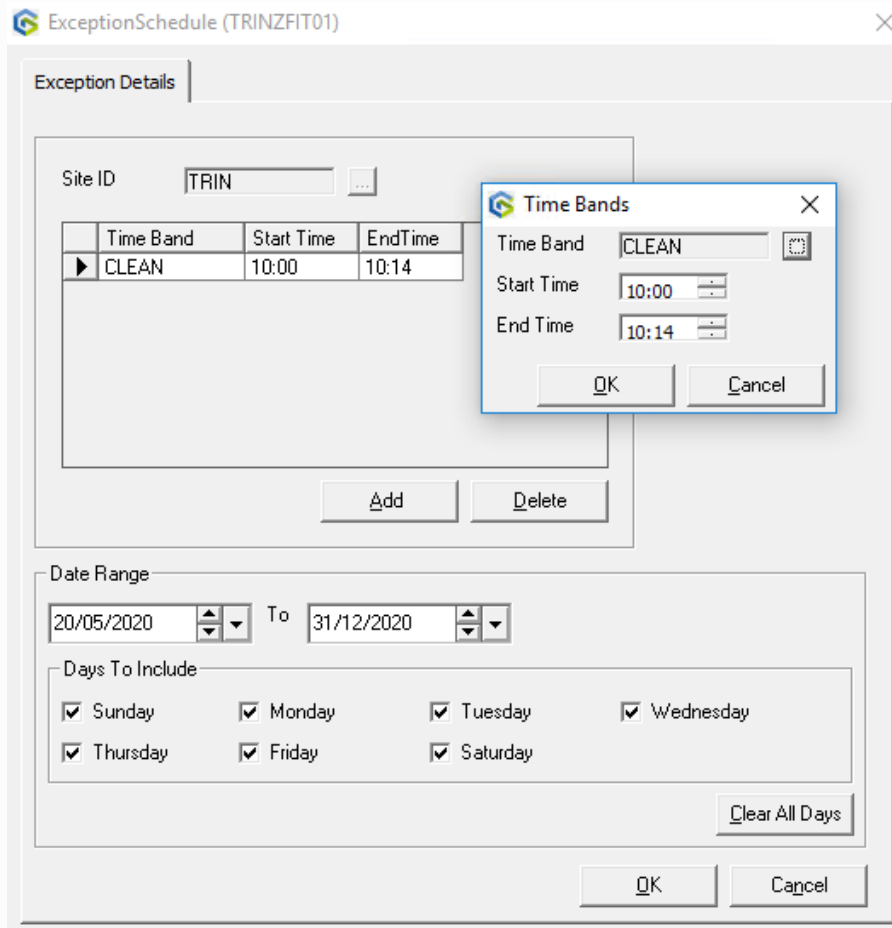




# Exceptions to Close Booking Sheets

Select the relevant Time Band and Start and End Time

Select a Date Range, and Days to include



The screenshot displays the 'ExceptionSchedule (TRINZFIT01)' application window. The 'Exception Details' tab is active, showing a table with one entry: 'CLEAN' from 10:00 to 10:14. A 'Time Bands' dialog box is open, allowing selection of a time band (currently 'CLEAN'), start time (10:00), and end time (10:14). Below the table are 'Add' and 'Delete' buttons. The 'Date Range' section shows a range from 20/05/2020 to 31/12/2020. The 'Days To Include' section has checkboxes for all days of the week (Sunday through Saturday), all of which are checked. A 'Clear All Days' button is also present. At the bottom are 'OK' and 'Cancel' buttons.

Time Band	Start Time	EndTime
CLEAN	10:00	10:14

Time Bands

Time Band: CLEAN

Start Time: 10:00

End Time: 10:14

OK Cancel

Date Range: 20/05/2020 To 31/12/2020

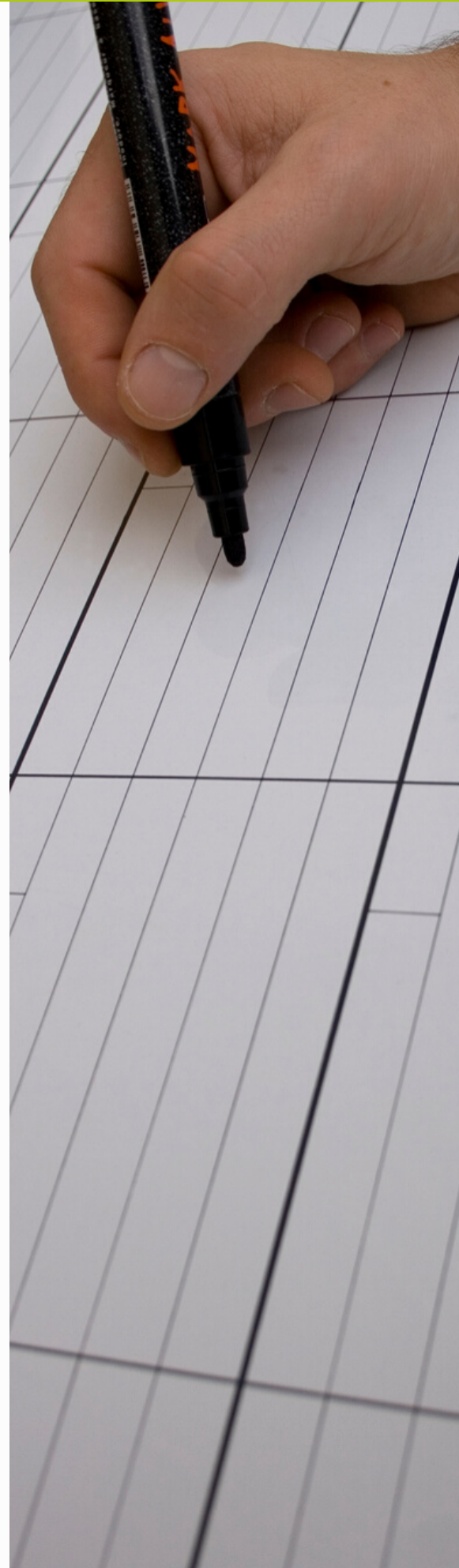
Days To Include:

- ☒ Sunday
- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday

Clear All Days

OK Cancel

In this example the Time Band Exception will be added to every day between 10:00 and 10:14 from today until 31/12/20





# Exceptions to Close Booking Sheets

ExceptionSchedule (TRINZFIT01) X

Exception Details

Site ID

	Time Band	Start Time	EndTime
	CLEAN	10:00	10:14
	CLEAN	12:00	12:14
	CLEAN	14:00	14:14

Date Range  
 To

Days To Include

☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday  
☒ Thursday ☒ Friday ☒ Saturday

The above process can be used for all Booking sheets.

See examples below for Cleaning, Maintenance, Set-up / Set-down, Training, etc

Plus2

>> Sports Hall (Standard View) - Saturday 23. May 2020

Reception POS Login

ATP ATP 2 Fitness Suite MUGA Sports Hall Sports Hall 2 Studios Swimming Pool

Court 1	Court 2	Court 3	Court 4
10:00 Training	10:00 Training		10:00 Cleaning
11:00			
12:00			
13:00 Maintenance	13:00 Maintenance	13:00 Maintenance	13:00 Maintenance
14:00			
15:00			
16:00			
17:00 Set Up / Set Down	17:00 Set Up / Set Down	17:00 Set Up / Set Down	17:00 Set Up / Set Down
17:15 Darren Cook - Football (TR6SDC17150215)	17:15 Darren Cook - Football (TR6SDC17150215)	17:15 Darren Cook - Football (TR6SDC17150215)	17:15 Darren Cook - Football (TR6SDC17150215)

Exception POS POS Reading Miscellaneous

Calendar Today Options End Free Search Select

T101 Demo Data (TRIN) TG001: Tim Gent (PC 234) 20/05/2020

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