



Changing Setup/Teardown Minutes

2018 - Spring Edition

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Overview

This guide shows how to change the automatic amount of time set in the system for **setup** and **teardown** of a function.

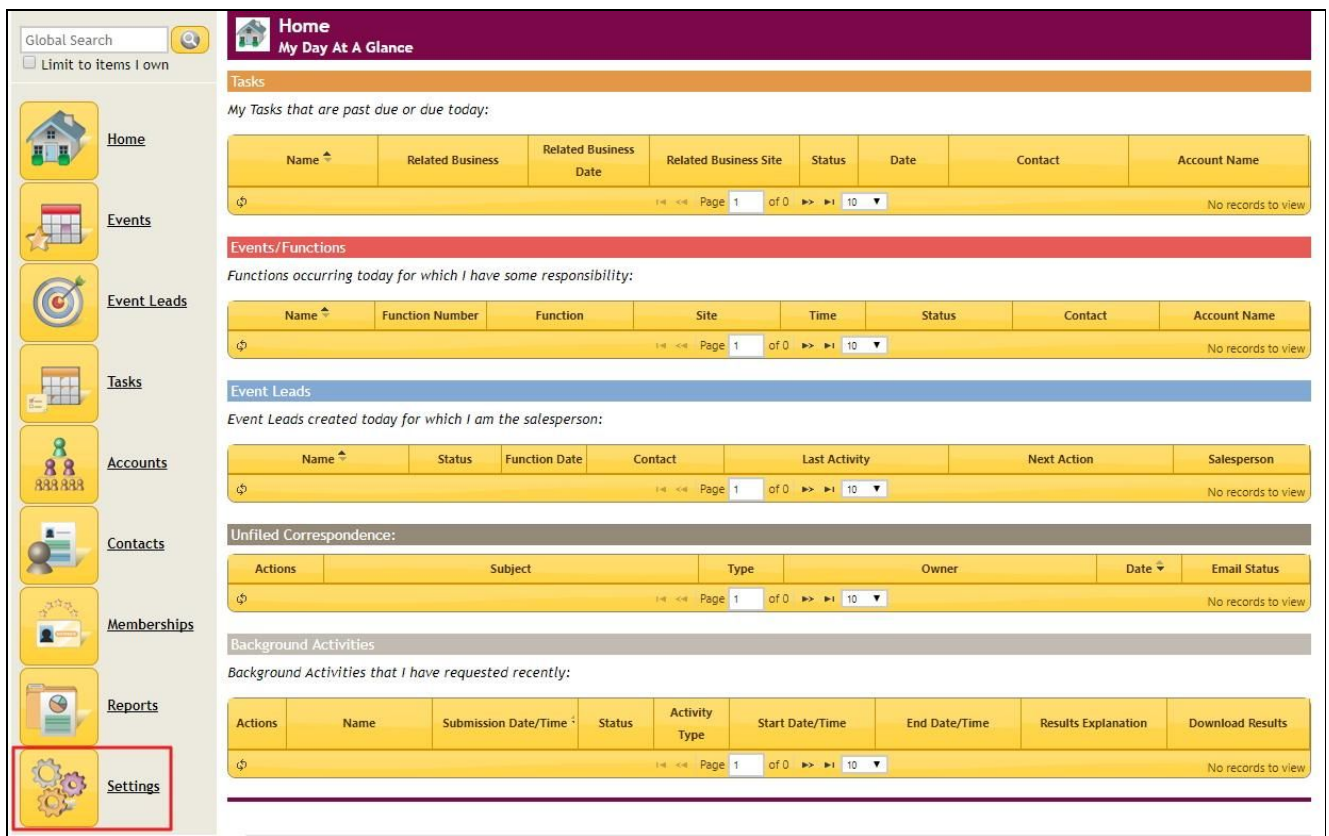
Use Case(s)

As a Club Admin I would like to know how to change the default setup and breakdown times on a room.

The Club has found that the amount of time for set up is more or less than what they actually need and would like it changed or removed.

Accessing the Tool

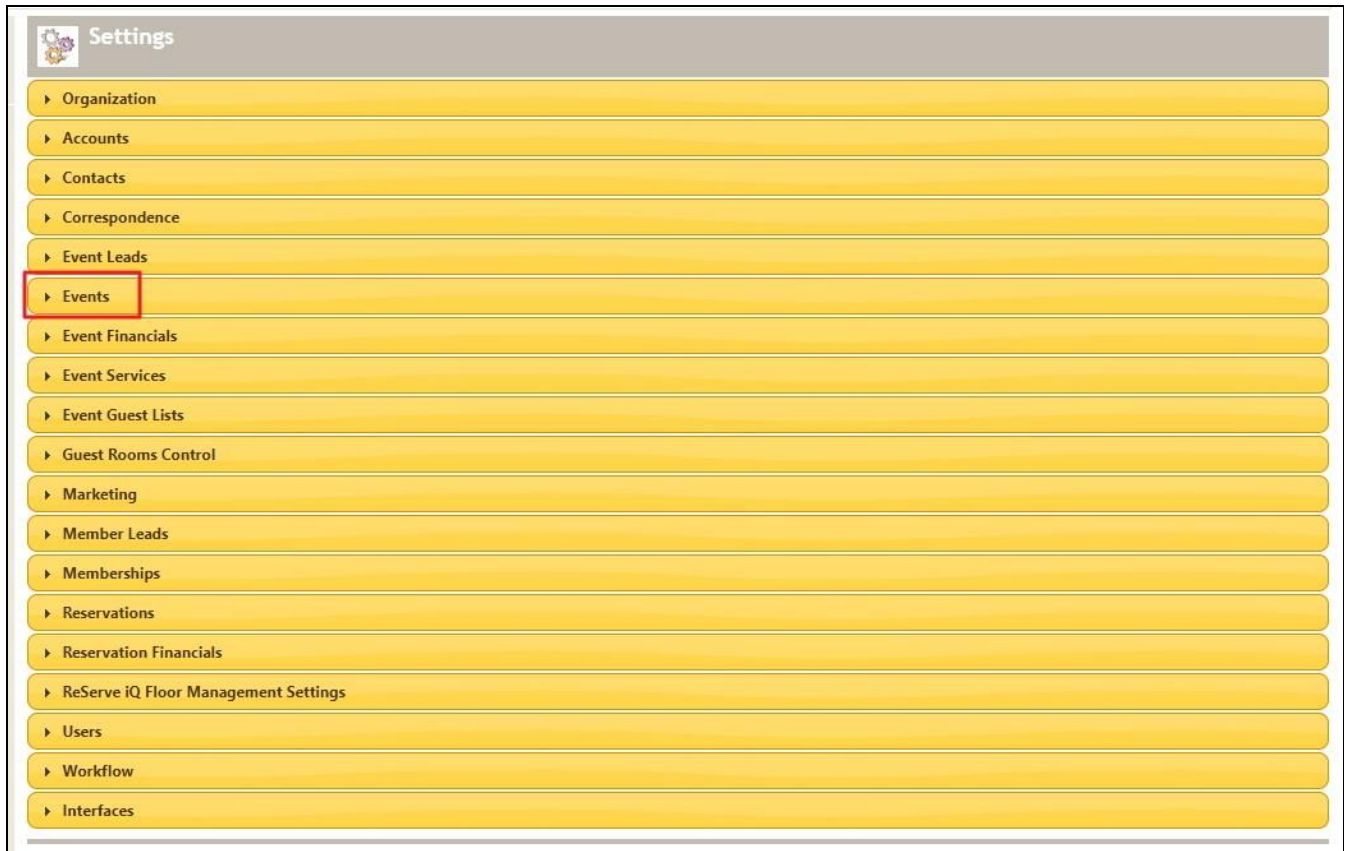
Settings



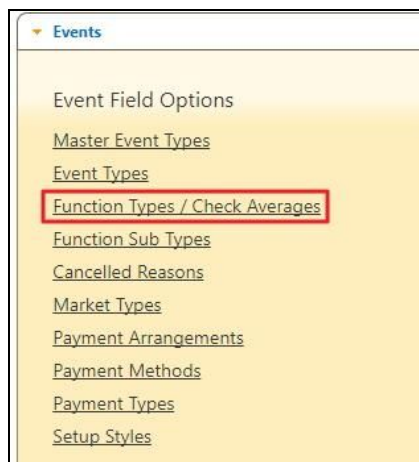
The screenshot shows a web application interface. On the left is a sidebar with navigation icons and labels: Home, Events, Event Leads, Tasks, Accounts, Contacts, Memberships, Reports, and Settings. The 'Settings' icon and label are highlighted with a red rectangular box. The main content area has a purple header with 'Home' and 'My Day At A Glance'. Below the header are several sections, each with a table of data:

- Tasks:** A table with columns: Name, Related Business, Related Business Date, Related Business Site, Status, Date, Contact, Account Name. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Events/Functions:** A table with columns: Name, Function Number, Function, Site, Time, Status, Contact, Account Name. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Event Leads:** A table with columns: Name, Status, Function Date, Contact, Last Activity, Next Action, Salesperson. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Unfiled Correspondence:** A table with columns: Actions, Subject, Type, Owner, Date, Email Status. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Background Activities:** A table with columns: Actions, Name, Submission Date/Time, Status, Activity Type, Start Date/Time, End Date/Time, Results Explanation, Download Results. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.

Events



Function Types/Check Averages



After accessing the Function Types/Check Averages menu, click **Edit** next to the line you wish to access, to be able to change the number of minutes.

Please Note: Some of the Function Types will need to be edited in the **Master Site** which you can change using the drop down.

⚙ **Settings**
Function Types

Division Home Base Hospitality Club ^

Site Home/Office Hospitality Club ^

← May need to change to Master Site.

New
Done

Actions	Name ↑	Check Average Amount	Setup Minutes	Teardown Minutes	Visible In Guest Portal	Defined in Master List
	Break	\$0.00	30	30	Yes	Yes
	Breakfast	\$17.00	30	30	Yes	Yes
Edit Delete	Bridge/Maj Jongg	\$0.00	30	30	Yes	
	Brunch	\$17.00	30	30	Yes	Yes
Edit Delete	Buffet Breakfast	\$17.00	30	30	Yes	
Edit Delete	Buffet Dinner	\$35.00	30	30	Yes	
Edit Delete	Buffet Lunch	\$24.00	30	30	Yes	
	Ceremony	\$0.00	30	30	Yes	Yes
	Ceremony & Reception	\$0.00	60	60	Yes	Yes
Edit Delete	Cocktail Reception	\$12.00	30	30	Yes	
	Dinner	\$35.00	30	30	Yes	Yes
Edit Delete	Golf	\$0.00	30	30	Yes	
Edit Delete	Heavy Hors d'oeuvres Reception	\$26.00	30	30	Yes	
	Lunch	\$24.00	30	30	Yes	Yes
	Meeting	\$0.00	30	30	Yes	Yes
	Other	\$0.00	0	0	Yes	Yes
	Reception	\$35.00	30	30	Yes	Yes
	Reception & Dinner	\$0.00	60	30	Yes	Yes
Edit Delete	Seated Breakfast	\$17.00	30	30	Yes	
Edit Delete	Seated Dinner	\$35.00	30	30	Yes	
Edit Delete	Seated Lunch	\$24.00	30	30	Yes	
Edit Delete	Swim	\$100.00	30	30	Yes	
Edit Delete	Tennis	\$0.00	30	30	Yes	
Edit Delete	ToGo	\$0.00	30	30	Yes	
Edit Delete	Wedding	\$0.00	30	30	Yes	

⌂
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Done

Settings

Edit Function Type

Function Type Name	Bridge/Maj Jongg
Check Average Amount	\$0.00
Setup Minutes	30
Teardown Minutes	30
Visible In Guest Portal	<input checked="" type="checkbox"/>

The following fields are applicable only when Check Availability is used on the Event Book.

<i>i</i> Check Availability Duration	
<i>i</i> Check Availability Frequency	
<i>i</i> Activity Type	None ^
Locations	None ^

Save **Cancel**