

Changing Setup/Teardown Minutes

2018 - Summer 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.

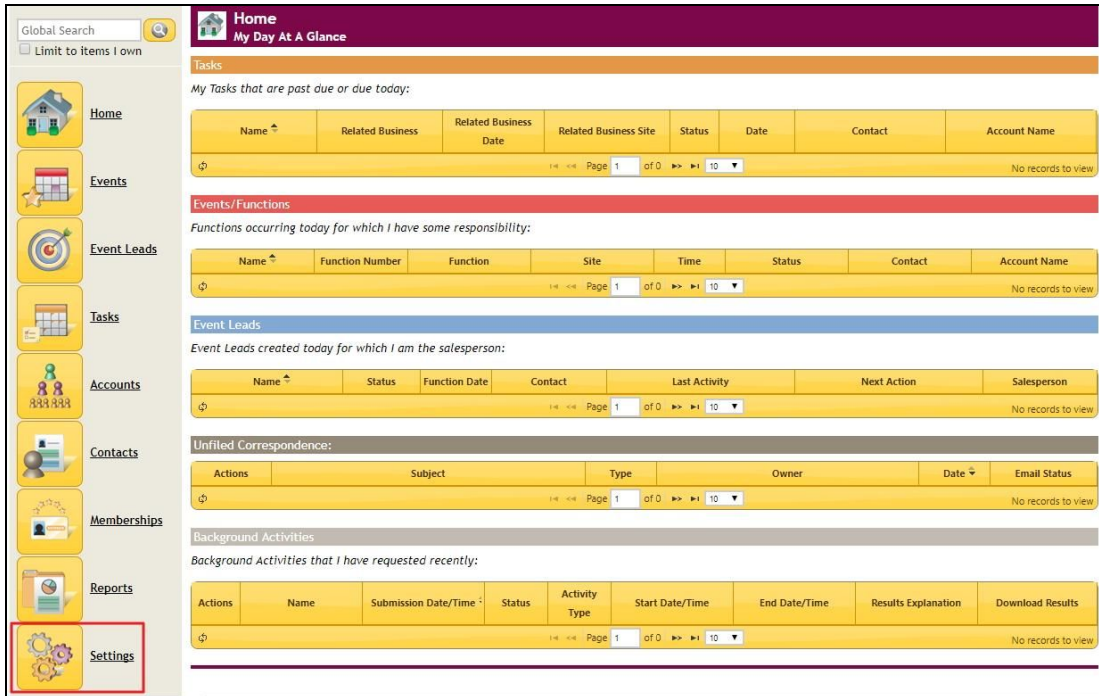
Use Case(s)

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

Click on settings.



The screenshot shows a dashboard titled "Home My Day At A Glance". On the left sidebar, the "Settings" icon is highlighted with a red box. The main content area displays several data tables, all of which currently show "No records to view".

Name	Related Business	Related Business Date	Related Business Site	Status	Date	Contact	Account Name
No records to view							

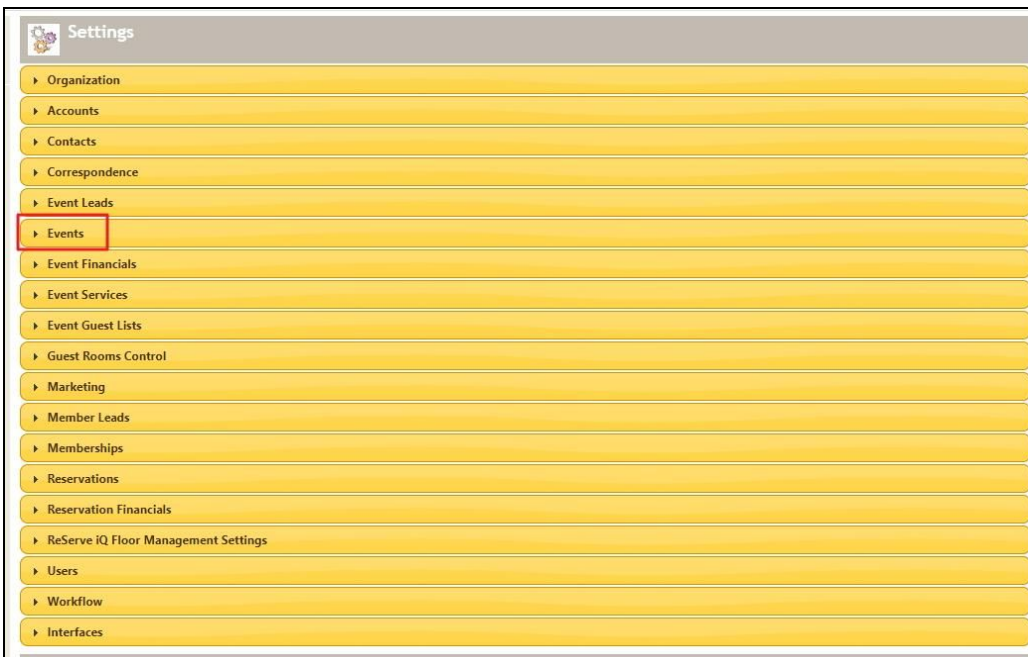
Name	Function Number	Function	Site	Time	Status	Contact	Account Name
No records to view							

Name	Status	Function Date	Contact	Last Activity	Next Action	Salesperson
No records to view						

Actions	Subject	Type	Owner	Date	Email Status
No records to view					

Actions	Name	Submission Date/Time	Status	Activity Type	Start Date/Time	End Date/Time	Results Explanation	Download Results
No records to view								

Then click on Events.

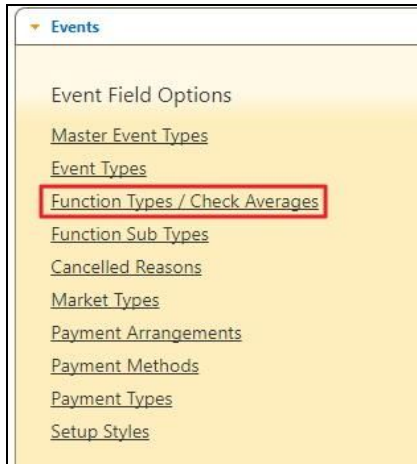


The screenshot shows the "Settings" menu with various options. The "Events" option is highlighted with a red box.

- Organization
- Accounts
- Contacts
- Correspondence
- Event Leads
- Events**
- Event Financials
- Event Services
- Event Guest Lists
- Guest Rooms Control
- Marketing
- Member Leads
- Memberships
- Reservations
- Reservation Financials
- ReServe IQ Floor Management Settings
- Users
- Workflow
- Interfaces

Function Types/Check Averages

Click Function Types/Check Averages.



Click **Edit** next to the line you wish to access, to be able to change the number of minutes.

The screenshot shows the 'Settings - Function Types' page. At the top, there are dropdown menus for 'Division' (Grand Inn Sporting Club) and 'Site' (Marriott Marquis Hotel). Below these are 'New' and 'Done' buttons. The main part of the page is a table with the following columns: Actions, Name, Check Average Amount, Setup Minutes, Teardown Minutes, Visible In Guest Portal, and Defined in Master List. A red arrow points to the 'Edit' button in the 'Actions' column for the 'Breakfast' row.

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

Add the updated Average Amount, Set-up Minutes, and Teardown Minutes. **Click Save.**

Settings

Edit Function Type

Function Type Name	Bridge/Maj Jongg
Check Average Amount	50.00
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.

Check Availability	<input type="text"/>
Duration	<input type="text"/>
Check Availability	<input type="text"/>
Frequency	<input type="text"/>
Activity Type	None ^
Locations	None ^

Save **Cancel**