



Social Tables Interface

2018 - Summer Edition

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Overview

This document explains how to setup and use the Social Tables interface through ReServe Cloud. This interface is available for organizations in the Enterprise tier.

Use Case(s)

This interface allows a room diagram to be automatically generated based on ReServe Cloud details such as Location, Attendance, and Setup Style. Up to one diagram can be created for each location that a function is booked in. Once the diagram is created, a link is maintained to it in ReServe Cloud, which allows the same diagram to be viewed later from within ReServe Cloud.

Social Tables Account

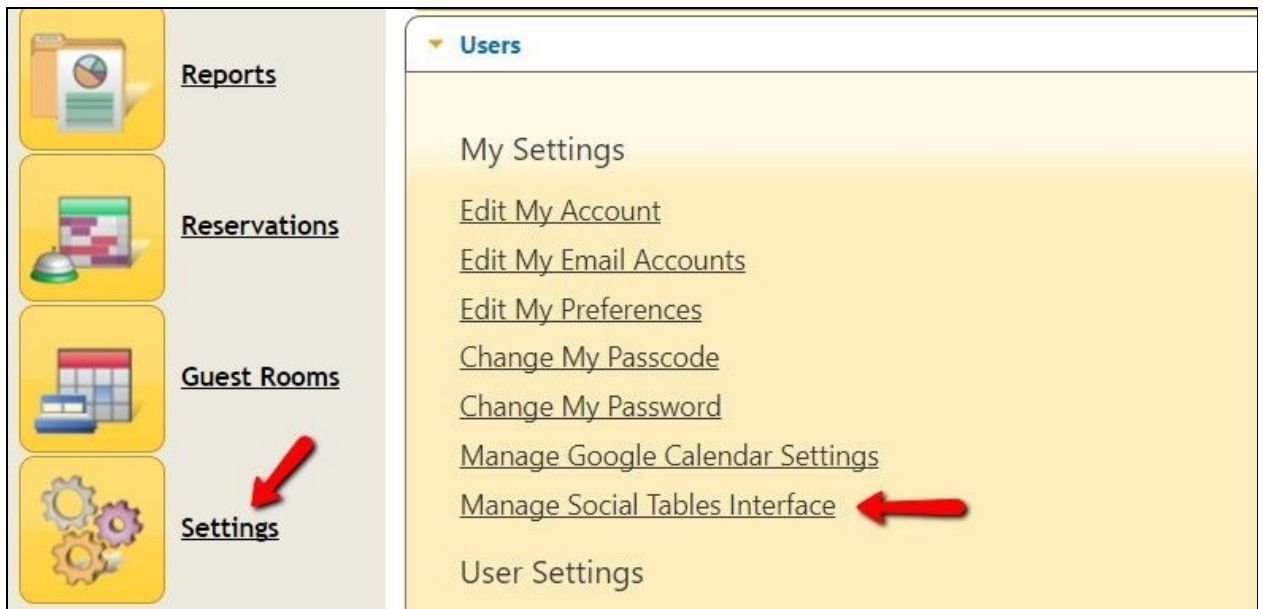
A **Social Tables** account is required to use this interface. Social Tables must be purchased separately. Go to <http://socialtables.com> to register for an account. A unique Social Tables account is required for each organization user that will use the interface. All accounts must be created within the same Social Tables team to ensure that diagrams will be accessible by all interface users.

Diagrams

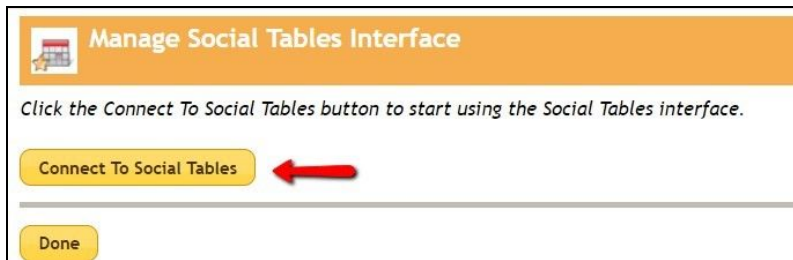
Social Tables must create **diagrams/venues** for your rooms before you can use the interface. **Contact Social Tables** support for assistance.

Connect Your Reserve Cloud User Account to Social Tables

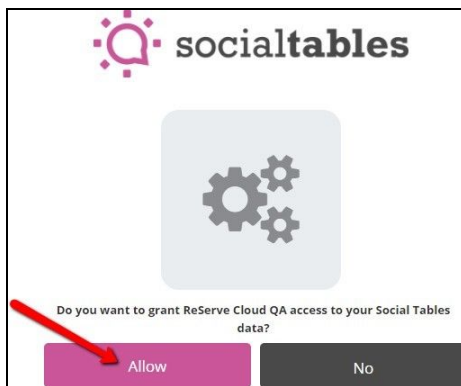
Go to **Settings > Users > Manage Social Tables Interface**.



Click the **Connect to Social Tables** button.



You will be prompted to log into Social Tables. **Click 'Allow'** to enable the ReServe Cloud connection to your Social Tables data.

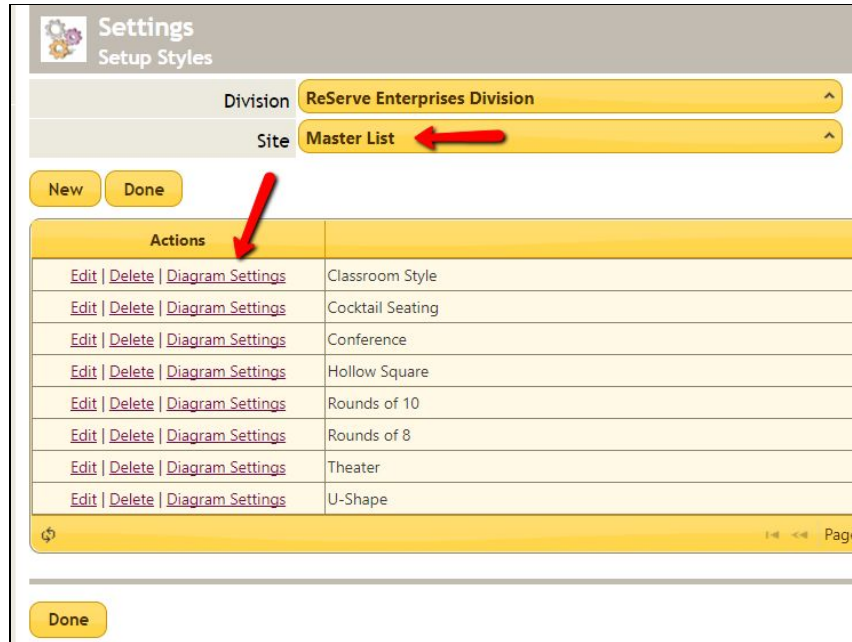


Initial Settings

Once connected, you may use the '**Click here**' link under the Diagram Settings header to manage your initial diagram settings. (Setup Styles can also be managed by going to **Settings > Events > Setup Styles**.)



Change the Site dropdown to indicate **Master List** if your Setup Styles are managed at the Master level or select an individual Site, if Setup Styles vary by site. (Red action links should display.) **Click** on the **Diagram Settings** link next to the first 'style' that you would like to manage.



Settings
Setup Styles

Division: ReServe Enterprises Division

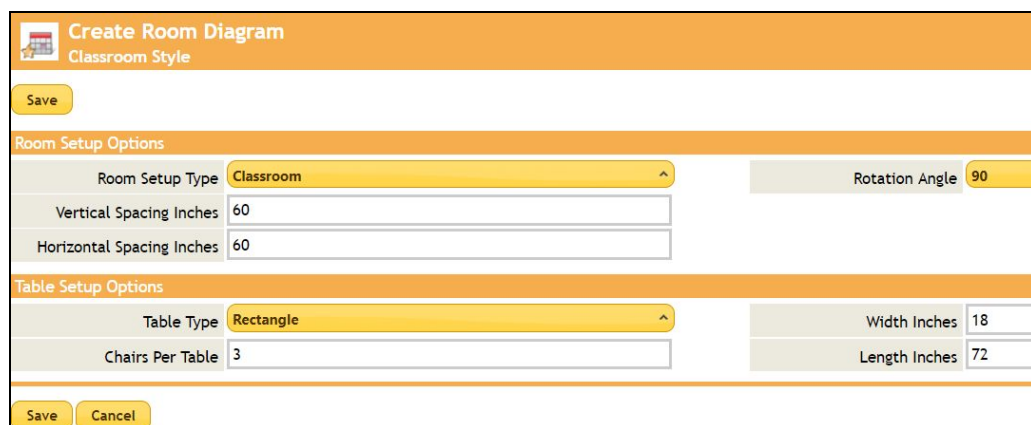
Site: **Master List**

New Done

Actions	
Edit Delete Diagram Settings	Classroom Style
Edit Delete Diagram Settings	Cocktail Seating
Edit Delete Diagram Settings	Conference
Edit Delete Diagram Settings	Hollow Square
Edit Delete Diagram Settings	Rounds of 10
Edit Delete Diagram Settings	Rounds of 8
Edit Delete Diagram Settings	Theater
Edit Delete Diagram Settings	U-Shape

Done

Enter Room Setup and Table Option information into the Diagram Settings area.



Create Room Diagram
Classroom Style

Save

Room Setup Options

Room Setup Type: Classroom

Vertical Spacing Inches: 60

Horizontal Spacing Inches: 60

Rotation Angle: 90

Table Setup Options

Table Type: Rectangle

Chairs Per Table: 3

Width Inches: 18

Length Inches: 72

Save Cancel

Room & Table Set-up Options

Room Setup Type = Standard in Social Tables and indicates the arrangement of tables within the room

Vertical Spacing Inches = Distance between tables up and down Horizontal

Spacing Inches = Distance between tables side to side

Rotation Angle = Angle of the table

Table Type = Standard in Social Tables (Choose Chair for Theater)

Chairs Per Table = Number of chairs per table

Width Inches = Width of square or rectangle tables

Length Inches = Length of square or rectangle tables

Radius Inches = Measurement of round tables. The Radius value is equal to half of the diameter (ie. a 72" table has a radius of 36)

NOTE: *It is possible to edit fields on the fly when a diagram is created in an Event.*

Create a Room Diagram

Go to the **Function Details** page. **Hover** over the **fly-out (hamburger)** button and **click** on the **Room Diagrams** button.



Function
Bowling: Hello - Thursday 08/31/2017 - 869-1-1 - Bowling Lanes / Party Room

★ Event: Hello ★ Master: Hello

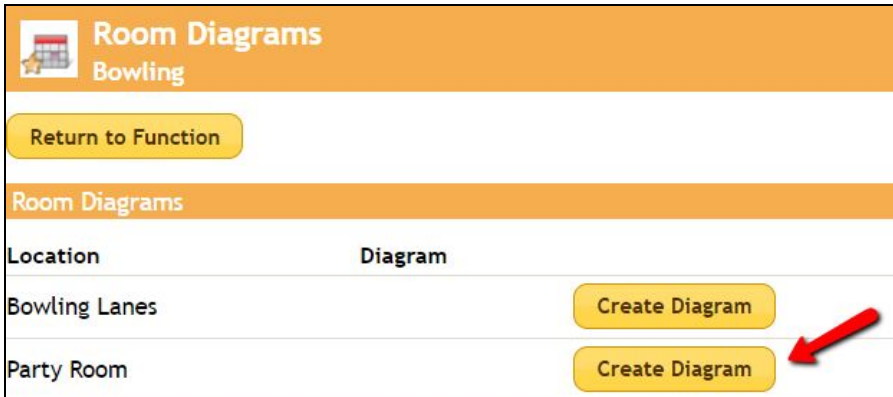
Show Details for Function: Bowling on Thursday 08/31/2017 at 8:05 AM-10:55 AM in Bowling Lanes / Party Room

Edit Function ☰

Function Details

Function Type	Bowling
Function Name	

A list of Locations will be displayed. **Click** the **Create Diagram** button for a **Location**.



Room Diagrams
Bowling

Return to Function

Room Diagrams


Location	Diagram
Bowling Lanes	Create Diagram
Party Room	Create Diagram

The **Create Diagram** page will display. Enter, or edit, the room diagram parameters. (If Location name matches room name in Social Tables, the Social Tables Room field will auto-populate. If not, select from available rooms.)

Create Room Diagram

Create

Function

Diagram Name	<input type="text" value="Party Room"/>		Social Tables Room	<input type="text" value="Grand Ballroom - A"/>
Attendees	<input type="text" value="25"/>			

Room Setup Options

Room Setup Type	<input type="text" value="Classroom"/>		Rotation Angle	<input type="text" value="90"/>
Vertical Spacing Inches	<input type="text" value="60"/>			
Horizontal Spacing Inches	<input type="text" value="60"/>			

Table Setup Options

Table Type	<input type="text" value="Rectangle"/>		Width Inches	<input type="text" value="18"/>
Chairs Per Table	<input type="text" value="3"/>			
			Length Inches	<input type="text" value="72"/>

Click Create button. The room diagram be created based on the input parameters. **Click** the **View in Social Tables** button.

Room Diagrams
Bowling

Return to Function

Room Diagrams

Location	Diagram			
Bowling Lanes		<input type="button" value="Create Diagram"/>		
Party Room	Party Room	<input type="button" value="View in Social Tables"/>	<input type="button" value="Remove Diagram"/>	

View an Existing Diagram

Click the **View in Social Tables** button for a location on the **Function Details > Room Diagrams** page.

Remove an Existing Diagram

Click the **Remove Diagram** button for a location on the **Function Details > Room Diagrams** page.

NOTE: *If you click on the Room Diagrams button in the Functions area of an Event, prior to Managing your Social Tables Interface in Settings > Users, you will be presented with the three options listed below.*

1. If you DO NOT have a Social Tables account, you can click on the email address to request information about the Social Tables Interface.
2. If you DO have a Social Tables account, you can use the 'click here' link to connect to Social Tables. (Refer back to Initial Setup Instruction above.)
3. The final 'click here' link, directs users to this document.

 **Room Diagrams**
Bowling

[Return to Function](#)

Social Tables Interface Setup

If you DO NOT have a Social Tables account, click roomdiagrams@reserveinteractive.com to request more information.

If you DO have a Social Tables account, [click here](#) to connect to Social Tables and create your first room diagram.

For initial interface setup instructions, [click here](#).

Room Diagrams

Location	Diagram
Bowling Lanes	
Party Room	