

Changing Setup Teardown Minutes

Banquets - Getting Started

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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.

Content

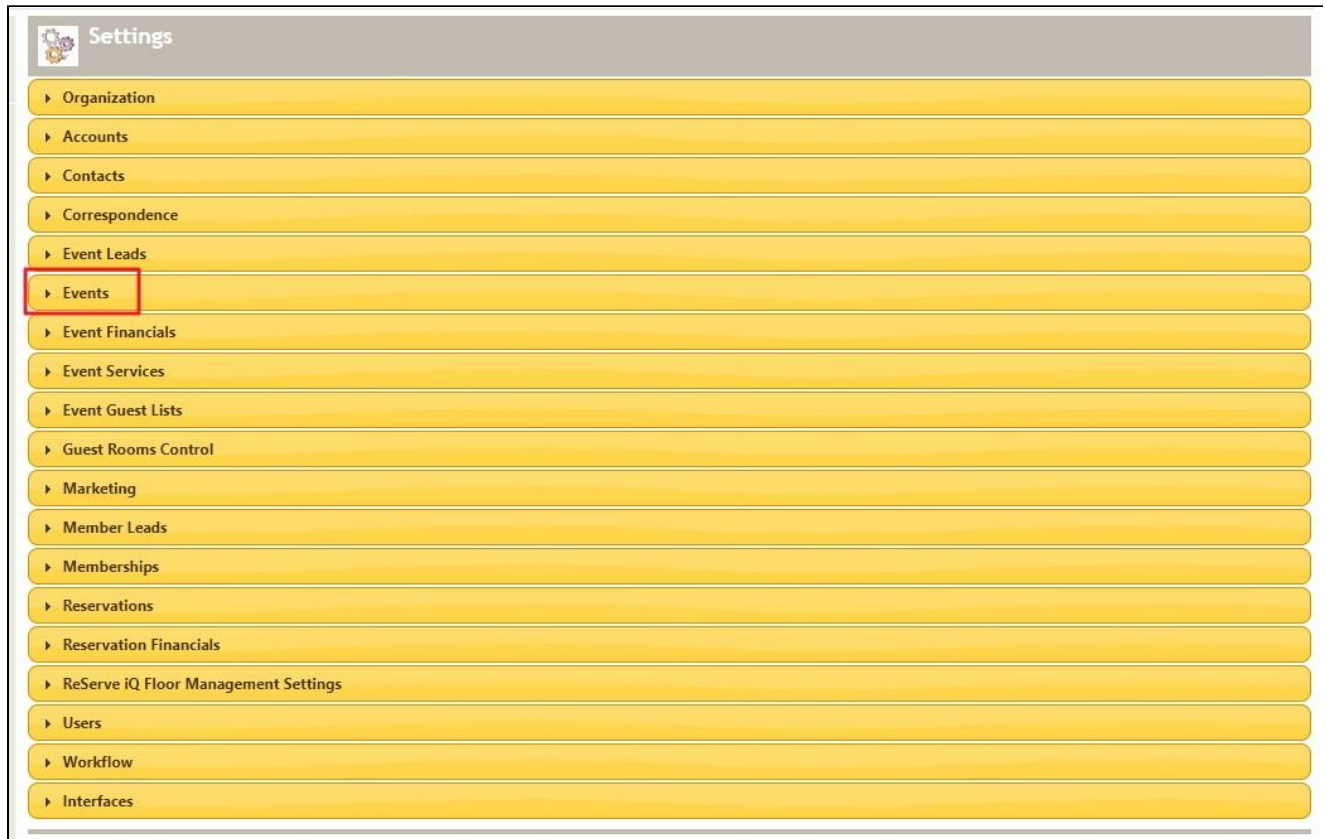
- Accessing the Tool
- Function Types/Check Averages

Accessing the Tool

Click on **Settings**.

The screenshot shows a software dashboard with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: Home, Events, Event Leads, Tasks, Accounts, Contacts, Memberships, Reports, and Settings. The 'Settings' item is highlighted with a red box. The main content area is titled 'Home My Day At A Glance' and contains several sections: 'Tasks' (My Tasks that are past due or due today:), 'Events/Functions' (Functions occurring today for which I have some responsibility:), 'Event Leads' (Event Leads created today for which I am the salesperson:), 'Unfiled Correspondence:', and 'Background Activities' (Background Activities that I have requested recently:). Each section contains a table with columns for various data points. The 'Settings' option in the sidebar is highlighted with a red box.

Click on Events.



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.

Settings
Function Types

Division **West Coast Hospitality/Club** ^

Site **West Coast 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




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 | |
| Duration | |
|  Check Availability | |
| Frequency | |
|  Activity Type | None ^ |
| Locations | None ^ |

Downloadable Guide

[Changing Setup Teardown Minutes](#)