

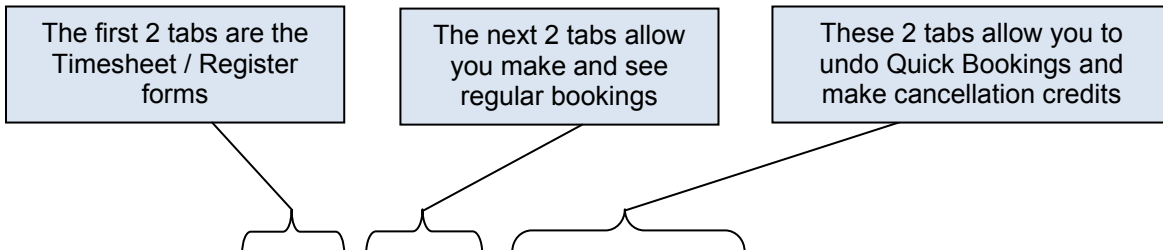
# BOOKING CENTRE

The Booking Centre is used to enter, view and cancel bookings outside of the family context that is used in the Family Centre.



**Go > Home > Family Accounts > Booking Centre >**

The Booking Centre has 7 tabs.



SuperFox 8.1.0 - TUTORIAL(Quick Start Tutorial.stf) - Booking Centre

File View Workflow Help

Workflow Manager x

Family Accounts

From here you can View and Edit:

- Booking Centre
- Statements / Invoices
- Payments Received
- Bank Paying-In Summary
- Voucher Summary
- Account Holders
- View A Family's Accounts
- Late Fees / Reminders
- Credit Control Graph
- Tutorials & Guides

Register Timesheet Calendar Timeline Undo Quick Bookings Cancellation Credits Test Manager

**Choose A Date**

<< Thursday 06 December 2012 >>

**View Current Register**  Show Cancelled Bookings

Child	Service	Unit Price	Alt. Price	Alt.	Units	Start	Hours	Inv.	Can.	Charge Date	Charge
Starfish, Ling	Free Entitlement	£3.50	£3.50	<input type="checkbox"/>	3	12:00	3	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£10.50
Tapir, Tony	Breakfast Club	£4.00	£4.00	<input type="checkbox"/>	1	08:00	1	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£4.00
Whale, Tallulah Wil...	Free Entitlement	£3.50	£3.50	<input type="checkbox"/>	3	12:00	3	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£10.50
Whale, Jack Walter	Breakfast Club	£4.00	£4.00	<input type="checkbox"/>	1	08:00	1	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£4.00
Whale, William Wa...	Breakfast Club	£4.00	£4.00	<input type="checkbox"/>	1	08:00	1	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£4.00
Wombat, Tim Woody	Nursery Day	£24.00	£24.00	<input type="checkbox"/>	1	09:00	6	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£24.00
Wombat, Tim Woody	Lunch	£2.00	£2.00	<input type="checkbox"/>	1	12:00	0	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£2.00
Zebra, Deborah	Nursery Day	£24.00	£24.00	<input type="checkbox"/>	1	09:00	6	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£24.00
Zebra, Deborah	Lunch	£2.00	£2.00	<input type="checkbox"/>	1	12:00	0	<input type="checkbox"/>	<input type="checkbox"/>	30 Nov 2012	£2.00
		£0.00	£0.00	<input type="checkbox"/>	0	00:00	0	<input type="checkbox"/>	<input type="checkbox"/>	06 Dec 2012	£0.00

Total: £469.00

**Add New Data**

Child: Zebra, Deborah

Service: Nursery Day  Free entitlement

Unit Price: £24.00 Alt. Price: £24.00 Units: 1 Hours: 6 Charge: £24.00 Start Time: 09:00

Alternate Price  Cancelled Booking

Choose Charge Date for this booking:

Pay in Arrears

Pre-calculated: Monthly In Advance (Last Day)

Specific Date: Friday 30 November 2012

Buttons: Back Fwd Home Print Register Cancel Delete Save Help

The Test Manager tab allows you to choose which test to apply to bookings made from the Register / Timesheet forms and from the Quick Bookings.

The Booking Centre tabs give access to all of the booking functions and the main booking viewing functions in the program.

The tab functions are listed below. For ease of use the functions are described in separate mini guides.

TAB	FUNCTION	MINI GUIDE
Register	Enter bookings on a daily register style form.	Timesheet & Register Form
Timesheet	Enter bookings on a child's timesheet style form.	Timesheet & Register Form
Calendar	View the children's attendances, service and free entitlement use and view capacity information. Make bookings for any collections of children. Cancel bookings.	Children's Calendar & Timelines Quick Bookings Cancellations, Credits & Refunds
Timeline	View bookings on the daily timeline. See staffing and capacity information.	Children's Calendar & Timelines
Undo Quick Bookings	Undo unwanted Quick Bookings.	Quick Bookings
Cancellation Credits	Apply account credits for cancelled bookings.(Snow days, etc.) Undo cancellations.	Cancellations, Credits & Refunds
Test Manager	Choose which tests to apply to the bookings.	Room Planning

The Booking Centre is the best place to work with the children's bookings for larger groups and to access the Timesheet or Register forms.

The Quick Bookings, Calendar and Cancellation functions are also available in:

**Go > Home > Family Details > Family Centre >**

...which is a better place to work if you would rather just work one family at a time.

**End**