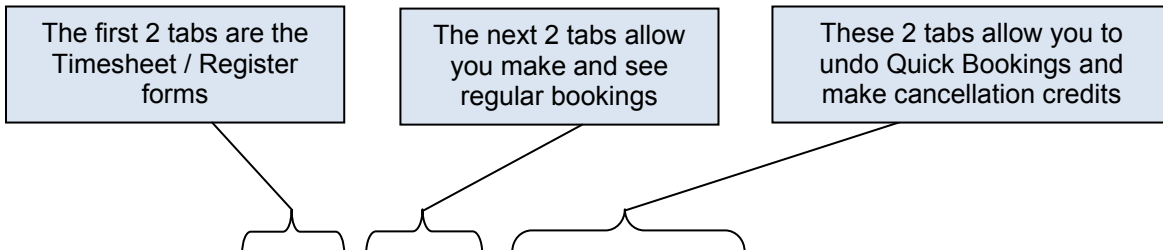# BOOKING CENTRE

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.

The first 2 tabs are the Timesheet / Register forms	The next 2 tabs allow you make and see regular bookings	These 2 tabs allow you to undo Quick Bookings and make cancellation credits

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.

| Register | Timesheet | Calendar | Timeline | Undo Quick Bookings | Cancellation Credits | Test Manager |

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