

Volume

1

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Chapter 1: Introduction

General

What is **FASTbook**?

F *ASTbook* is a single and multi-user event management system designed to assist any public or private facility that schedules any type of event or function. This system keeps track of all facility information, setups/tear-downs, labor, inventory, client data, vendor data, attendees, lodging and meals. Several types of calendars are available to quickly see what is scheduled or available for scheduling. *FASTbook* has the ability to automatically select the best available choices through its Room Search Feature. Tickler functions track all necessary tasks that need to be completed before, during, and after an event.

REQUISITES

🕒 Approximate Time: 5 minutes

📀 Materials: Installation CD

How do I install **FASTbook**?

The following will instruct you how to install **FASTBook 5.0** onto your network or local workstation

Before the Installation

Before you can start the installation process, you should know if you are using other Borland Database Engine type products such as Corel WordPerfect Suite, and Goldmine on your system or Borland Interbase/Firebird SQL Engines. Once you obtain this information and you have about an hour for the installation you are ready to begin. It may also be advantageous to call us at Event Software and set up a time when we can walk you through the installation.

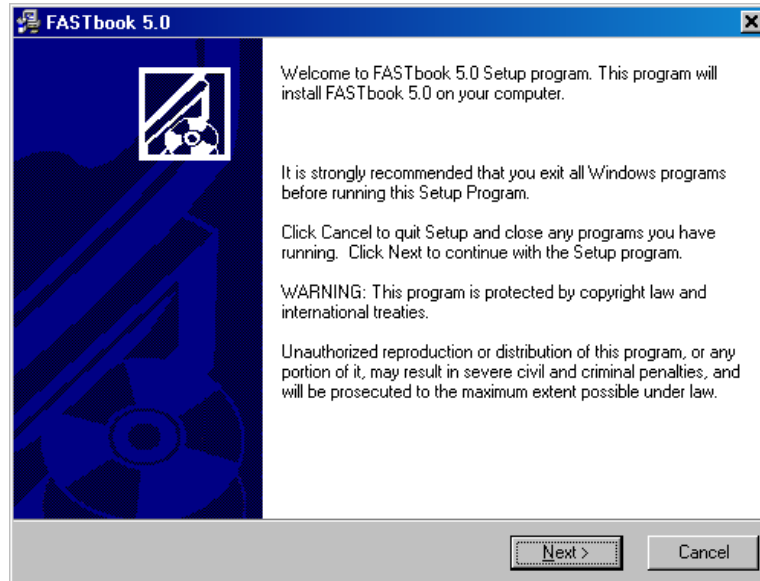
Steps to Follow for Installation

The steps for installation are divided into three sections. First, running the installation program from the *FASTBook 5.0* Installation CD. Second, once the installation program has run, you will need to run workstation setup on each computer where *FASTBook* will be accessed. Third, you will start *FASTBook* and check to see that the installation was successful.

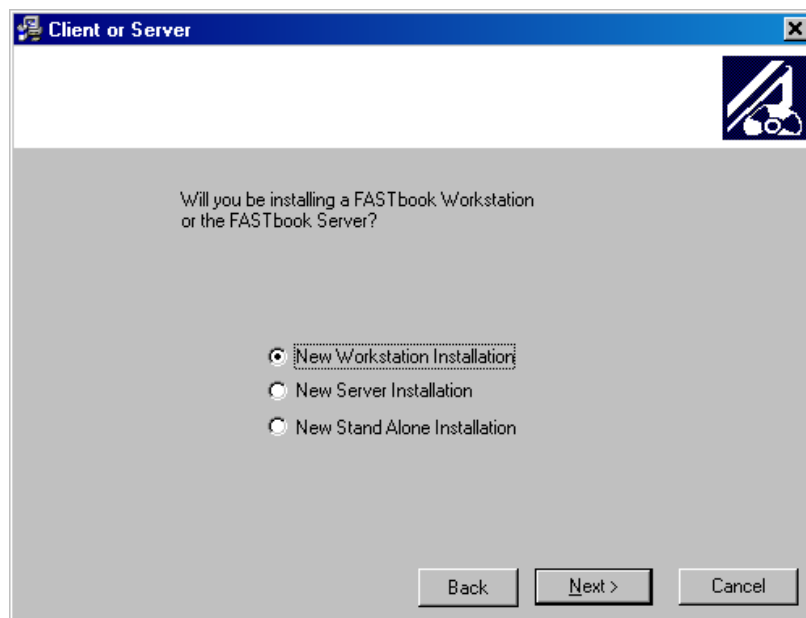
Part I: Running the Setup Program from the CD

Insert the installation CD into your CD-ROM drive. The setup program on most computers will start automatically. If yours does not, go to **START > RUN** and type in **X:\setup.exe**, where X is the letter assigned to your CD drive.

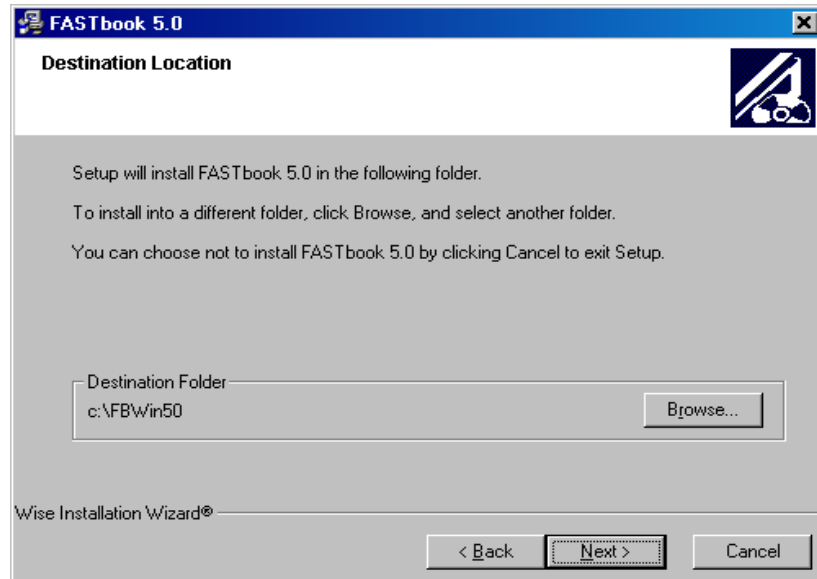
The Welcome screen for the installation program should display. Follow the instructions and then click "Next."



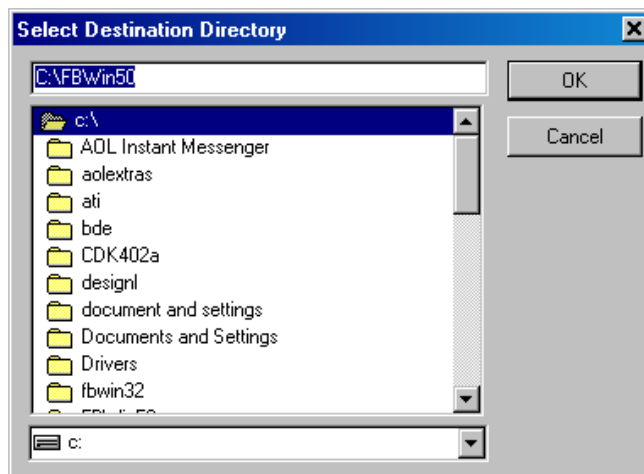
The next window will prompt you for the type of installation you would like. We are installing the server now so we will select the "New Server Installation" option. Then Click Next



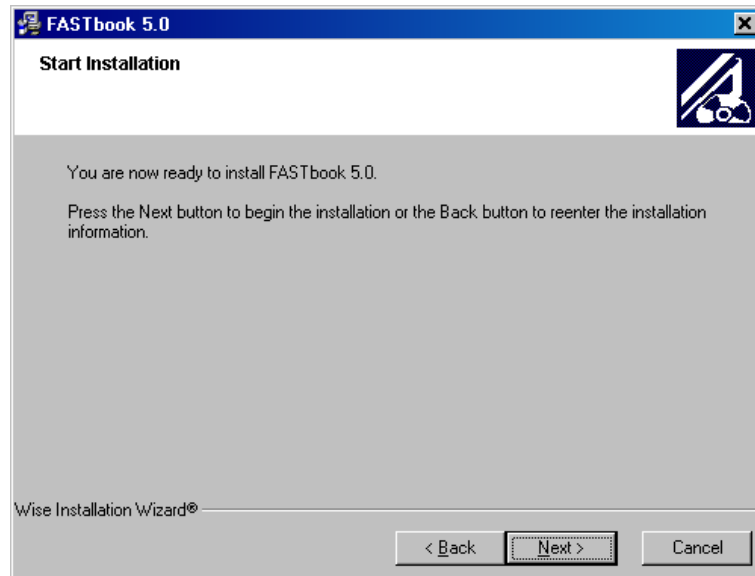
The next window will ask you for the location you wish to install **FASTBook** 5.0. If this is a local installation, in most cases this will be your C:\ drive. If your **FASTBook** 5.0 will run off of a network you will need to use your network drive letter such as F:\ or G:\ (e.g. G:\Apps\FBWIN50, or G:\FBWIN50)



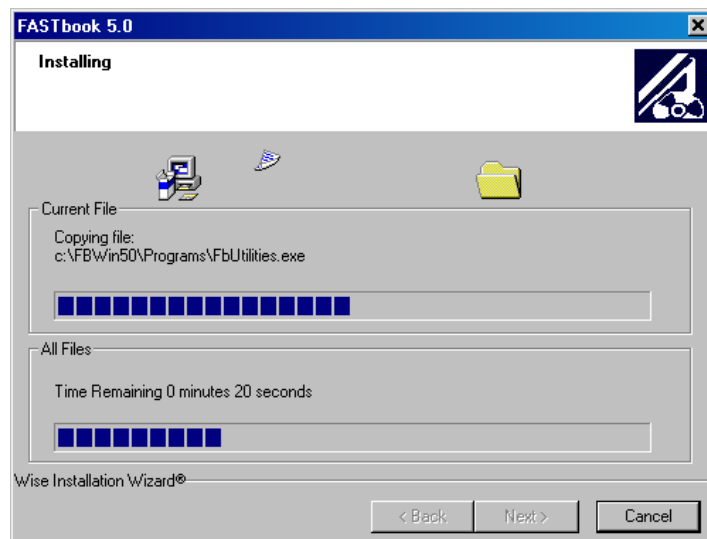
To change the destination folder click browse to the directory you wish to use. In this example, it would be G:\Apps. The program will automatically add the FBWIN50 for you.



It is very important that the destination folder is correct. If unsure, contact your system administrator for varification. When the destination folder is set correctly, click "Next."

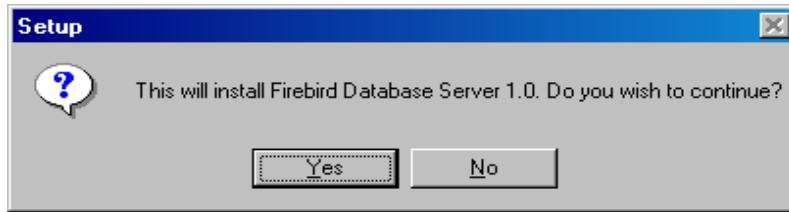


The setup program now has enough information to begin the installation. Click next if you are ready to move on and allow it to begin.

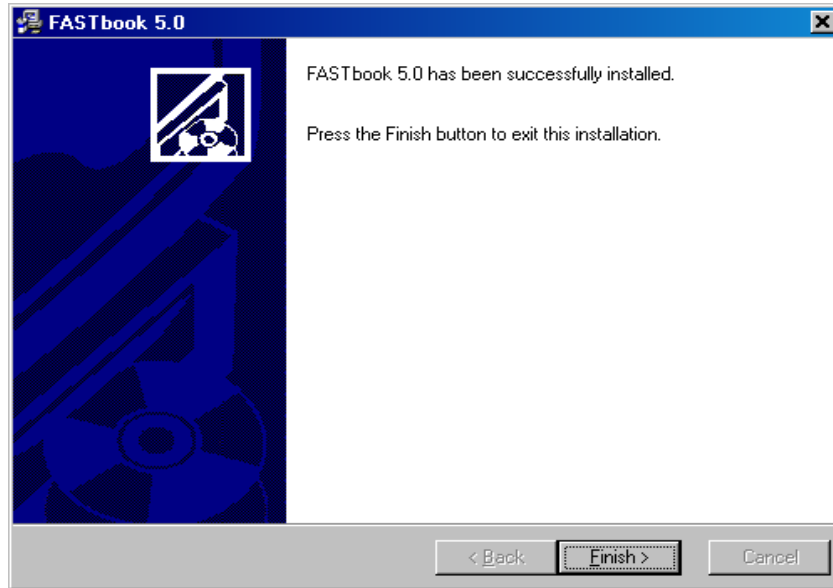


Files will begin to transfer to your destination computer and this window will appear.

When the setup program gets to the point where it will install the Firebird server. You will see a prompt that looks like the following.



Select yes, unless you have been otherwise instructed to select no due to a previous Firebird installation.



Click Finish when this screen appears. You have now completed the server portion of the installation.

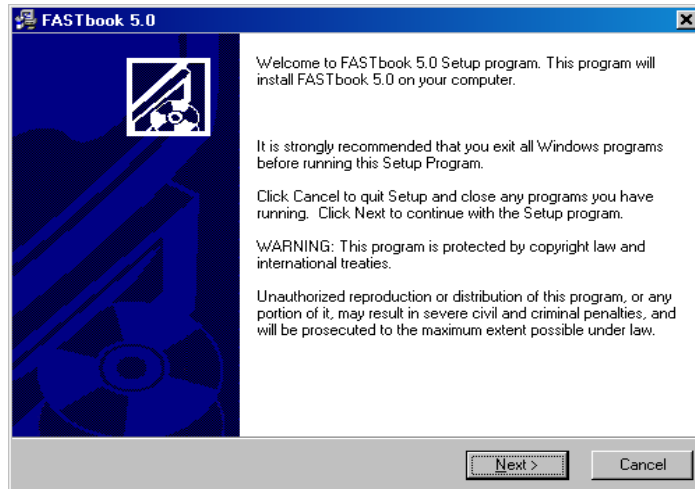
You will need to make sure the Firebird server is running before FASTbook workstations can connect. See the Firebird documentation for this.

<http://www.ibphoenix.com/downloads/qsg.pdf>

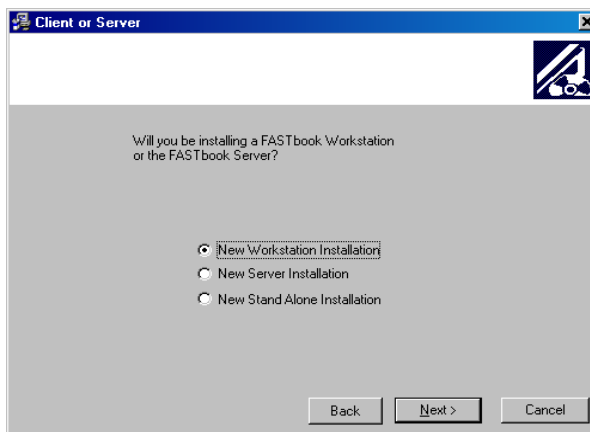
Part 2: Running WSetup32.exe

Now that you have run the initial setup program, you need to run the workstation setup on each of the workstations where *FASTBook* will be used.

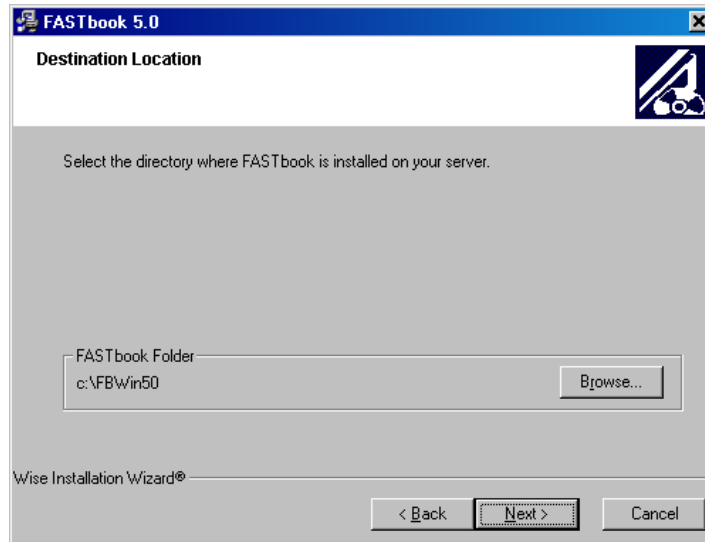
To run the workstation setup, insert the CD into the workstations CD-ROM and the setup program should begin.



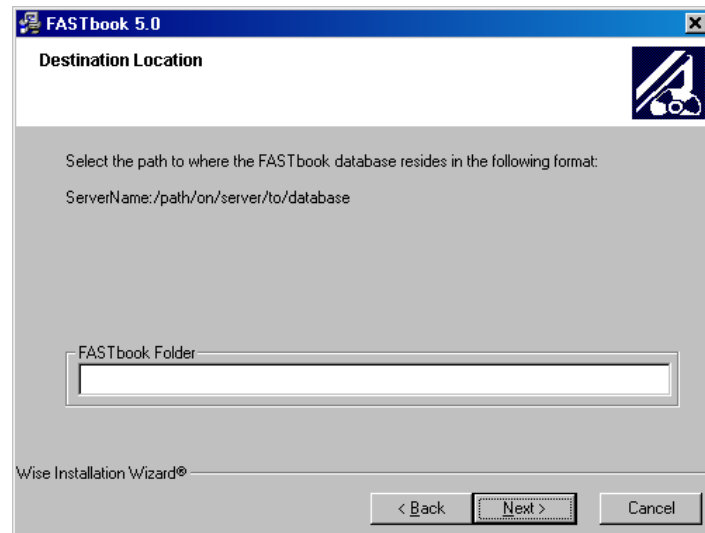
Read the instructions on the welcome screen and click “Next” when you are ready to continue.



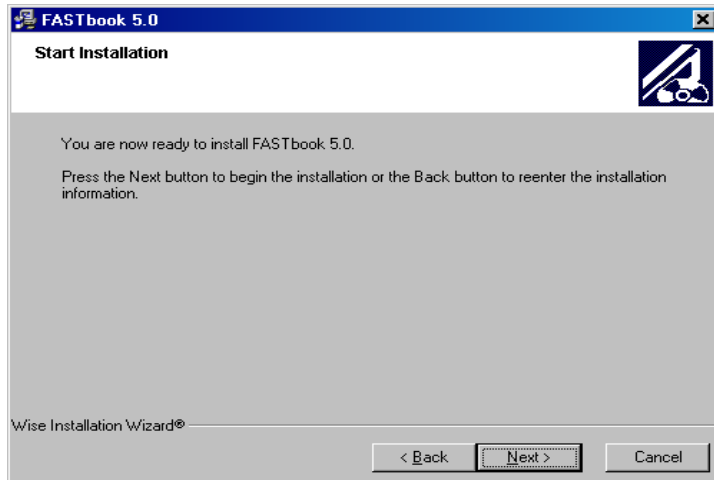
Select “New Workstation Installation” on the next screen and click “Next.”



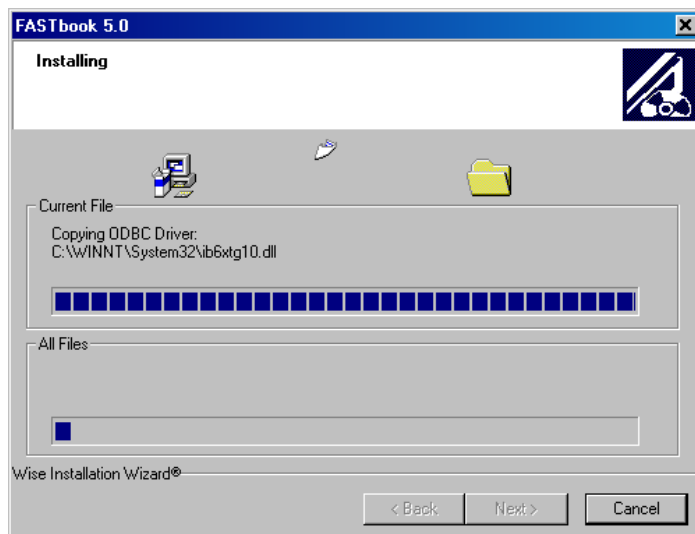
This window will ask for the location of FASTbook on the server. If FASTbook was installed on G:\fbwin50 then you would browse on this screen until it reflects that. When you have the right location, click “Next” to continue.



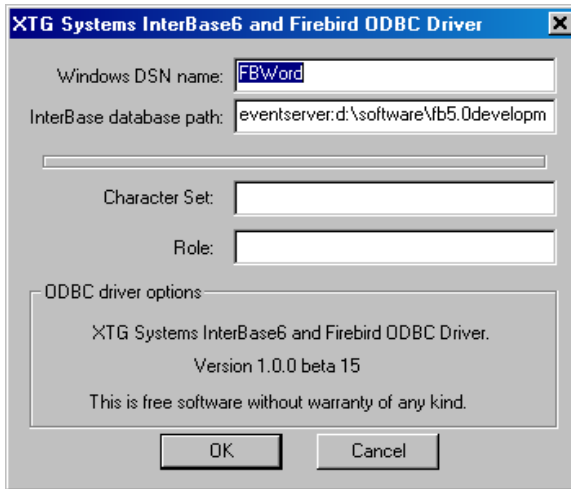
You will need to ask a system administrator what the path to the database server is and put that information in this box. If your server is on a computer called DatabaseServer and on that server your FBDATA.GDB file (this is the database) is stored at c:\fbwin50\fbdata\fbdata.gdb, then you would type “DatabaseServer:c:\fbwin50\fbdata\fbdata.gdb” in this box. It is important you get the format correct. When you have the proper entry here, click “Next” to continue.



The setup program has enough information to begin installation. Click “Next” when you are ready to continue.

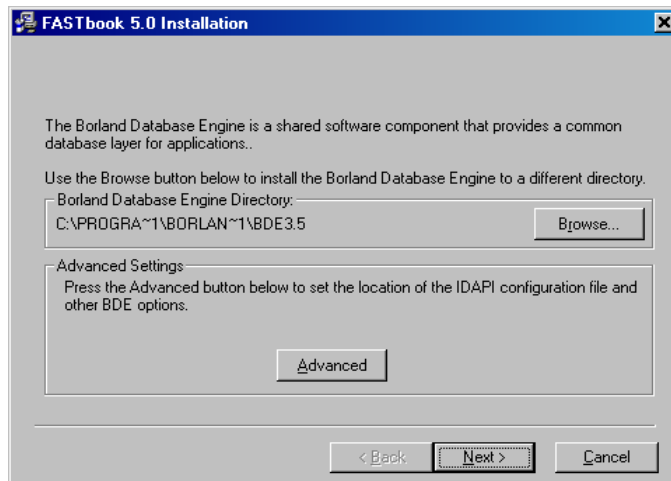


The necessary files will begin copying and then the following screen will display.

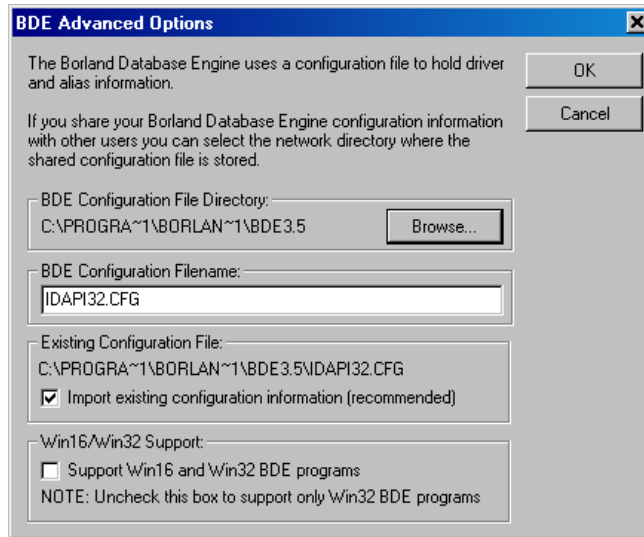


Verify that the path to the database is the same as in the early screen and simply click "OK". (The path should always be the same)

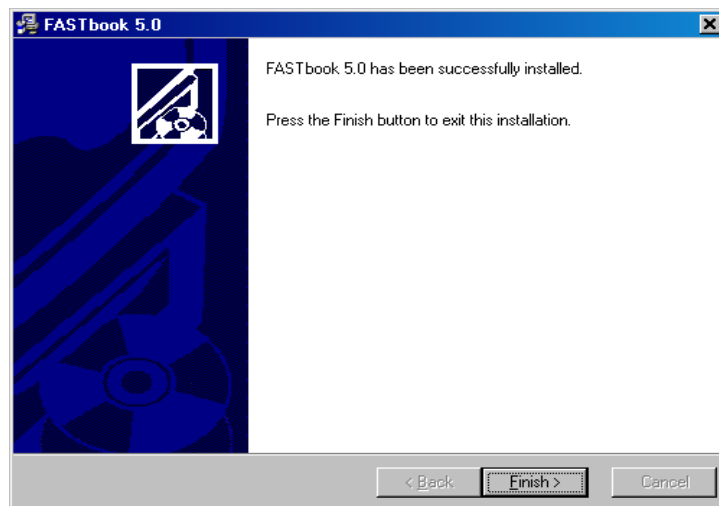
The next window will verify the installation location of the BDE. In most cases, this will default to the right directory. If not, you may need to click "Browse" and select the proper directory. Again, if you are unsure, contact your system administrator for assistance. (If you have Paradox or Corel Word Perfect Suite installed on your system, you need to make sure that you select the same directory as the BDE they are using.)



The advanced button may need to be used if you have other applications using the BDE, such as Corel WordPerfect Suite or Paradox, to synchronize the proper configuration files. Have your system administrator help with these settings if this is the case.



A final window will be displayed, showing that your installation has finished. Click "Finished."



FASTbook is now ready to be used on this workstation. Go on to Step 3 then repeat steps 2 and 3 for each machine where *FASTBook* will be used.

Part 3: Verifying Installation

Now that you have run the installation program, and you have run the workstation setup, you will want to verify that it was installed successfully. To do this, start

Fastbook by double-clicking the icon on the desktop. Sign into *FASTBook* as SUPERVISOR and SUPER.

If you successfully sign into FASTbook then the installation was successful and you are ready to begin using FASTbook.



Installation Notes:

General Functions for *FASTbook*

Along the left side of this manual there are a number of different important symbols. The first one of these is a button. A button is a tool to get *FASTbook* to do something that would generally be unpleasant for a human to do, such as finding files, looking up prices, filing files, and examining files in greater detail. Some sample buttons are:



Bullets

◆ The next important symbol is the bullet ◆ symbol.

These are throughout the manual. A bullet usually designates a single action on your part. Actions are very important. When both mouse and keyboard actions can achieve the same result, this manual combines them into the same bullet, rather than a dual listing of keyboard and mouse actions.



Very important is the “**NOTE:**” A **NOTE** is an indication that what follows is an important part of the way *FASTbook* works. **PAY ATTENTION!** Usually, if you can't get *FASTbook* to work properly, it is because you ignored a **NOTE** somewhere that would tell you how to fix the problem or work the procedure correctly.

Drop Downs



In many places throughout *FASTbook*, you will see a down arrow button. Your individual names for the many types of information *FASTbook* deals with are stored in these places for easy access.

◆ To display the list of available choices in a table, click the mouse on the button and a small window will drop down. These windows contain information from the master databases. Use them to insert predefined names or descriptions into required fields.

◆ Most of these lists are created so that only the first letter of an item needs to be typed into the appropriate field to display the entire word. Some exceptions are: the Client field in Event Data and the Rate field in the Event Data's Subevent Rooms Tab.



Example: To choose an Event Type simply type the letter "C". The word "Conference" will appear in the field. If that is not the Event Type you were looking for type the second letter, or use the down-arrow key on your key board to display the next Event Type starting with the letter "C". If you know the items

in your databases this is a fast way of selecting an item without clicking on the fields down-arrow button, and then picking an item from the drop-down list.

- ◆ To close a drop-down window without selecting an item, click on the arrow-button before highlighting an item in the list or press 'CANCEL EDIT' (Red X) from the navigator toolbar.

- ◆ To select an item from the list, either click with the mouse on the item, move the cursor to the item using the keyboard arrow-keys, or type the first letter of the item you are looking for. *FASTbook* will immediately go to the item starting with the letter you entered. You can narrow the search down by typing as many known letters of the item as you know.



NOTE : Some fields are case sensitive.

- ◆ If you have selected an item using the mouseclick the drop-down list will automatically close and the selected item will appear in the appropriate field.

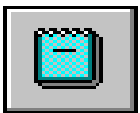
Selecting an item in a Table or a Field

- ◆ Click the mouse on the down arrow button and a combo box will drop down. These windows contain information from the master databases. Use them to insert predefined names or descriptions into required fields.

The "Up and Down" arrows along the right side of the box (Scrollbars) allow you to view the entire list if there are more items than lines in the window.

- ◆ To move an item from the window to the field click the mouse once on the name or use the "Up and Down" arrows to highlight your selection and then press the <TAB> key.

- ◆ After clicking or pressing the <TAB> key, the combo box disappears and the selected information is in the appropriate field. This is called "Selecting an Item".



Notepad

On the toolbars in Event Detail you will see a blue icon that looks like a notepad. It is used to add comments.

- ◆ To open the Notepad, click once on its icon.

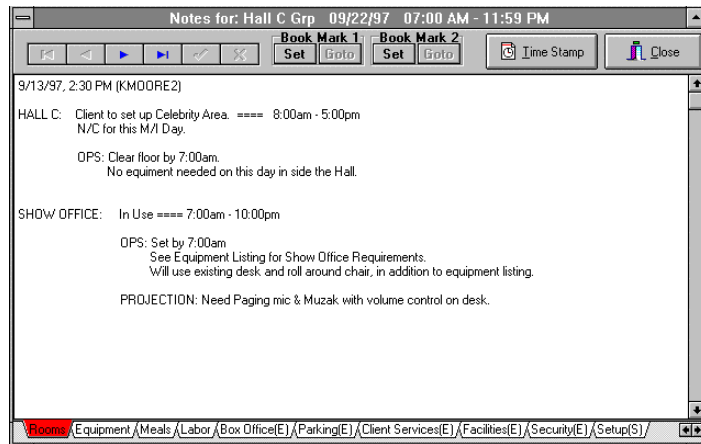
A comment screen opens. You will notice that the Notepad has several tabs on the bottom. The first one is for the 'Event' itself. The second one for the 'Rooms'

or 'Subevents', the third one for the 'Equipment', the fourth one for the 'Meals', and the fifth one for 'Labor'. If you defined any notes in the 'User Defined II' screen in the center's setup you will see the Custom TABS you created.

User defined event general notepads have an (E) at the end of the tab, while subevent- specific notepads have an (S) at the end of the tab. Except in the Event TAB, you will be able to use the navigator tools to maneuver around from one Subevent to the next, without leaving or closing the notepad.

To enter Notes for different Rooms, the Room doesn't need to be highlighted in the Subevent TAB.

If there are several Rooms booked, and you want to add Comments to certain Rooms, you are able to use the Bookmarks to quickly switch between pages.



◆ To copy information on one page use the <Ctrl + C> keys.

◆ To then paste the comment on another page use the <Ctrl + V> keys.

The Notepad is a free form and upper case and lower case sensitive (case sensitive). Comment lines have 'word wrap' (words automatically move to the next line when not enough spaces are available).

◆ To close the Notepad click on the System icon in the upper right corner or click on the close button.

The Cursor

The cursor is either a highlighted box that shows the current field that your information will be placed in, a flashing line, or an hourglass.

While on a program screen, you have two options for moving the field cursor to the field that you wish to enter or edit.

◆ **In a Screen With a Field:** The first method is to press the <TAB> key to move the cursor through the screen sequentially. <TAB> moves you forward one field. The second is to place the mouse cursor on the field you wish to enter or edit and click once.

◆ **In a Table:** The first method is to press the <TAB> key to move the cursor through the screen sequentially. <TAB> moves you forward one field. <Shift + TAB> moves you back one field. You may also use the Arrow Keys on the keyboard.



This Cursor is in EDIT mode.



This cursor is in BROWSE mode.



This cursor is in INSERT or ADD mode.



The Zoom Button

The Zoom button is used to bring up Edit or Insert Client information. Zoom operates only Client fields. You can easily identify whether or not the Zoom is active by its color. The active Zoom will be a bright pink color, when on the client name field in Event Data. The inactive Zoom button is gray.

◆ To add a new client when in the booking screen, click on the Zoom button when the cursor is in the 'empty' Client Name field. *FASTbook's* client setup screen will pop up. Enter the new client.

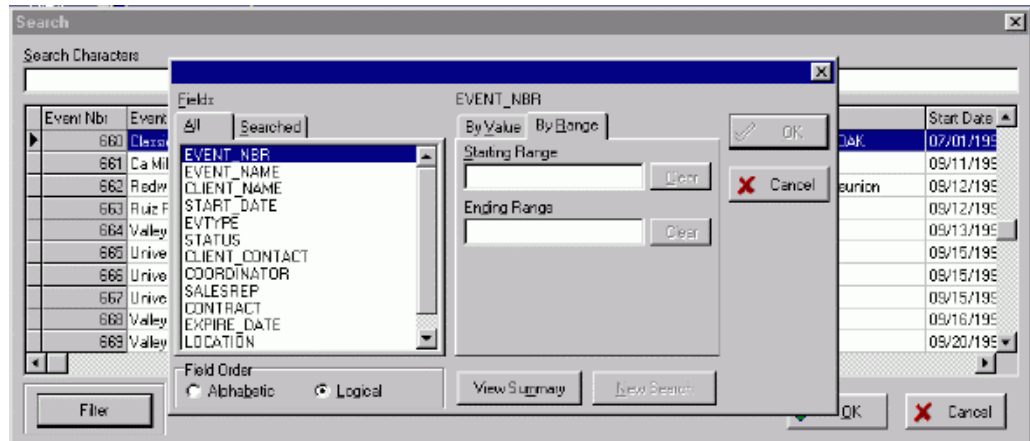
◆ To edit an existing client while in the booking screen, click on the Zoom button when the cursor is in the Client Name field with the Client Name you want to edit **highlighted**. *FASTbook's* client setup screen will pop up with the client information you requested. Edit the current information.



The Search Button

The Search button is used to assist you in finding various information using certain criteria.

- ◆ To find a file or an event, click on the Search. A screen will pop up, allowing you to select several search criteria. If you want Search by anything other than event number Click on the Filter Button.



- ◆ Select the search by field : Type in the first known character for the field you are searching on. You can narrow down the search for records by typing in all known characters.

Example: If you are looking for a file starting with the letters F, you can either type 'fri' or 'FRI' as a field value.

- ◆ Select a field you want to search on from the Search by drop-down list at the bottom of the screen.

- ◆ Type in the First letter to go to the first record *FASTbook* is able to find with your specifications. But the first record that matches the starting character is not necessarily the record you are attempting to find.

- ◆ If you find out that the highlighted record is not the one you are looking for continue typing until it appears.



FASTbook will go to the record that is closest to the match for your search.

The Navigator Buttons In Setup

Use these buttons as tools to move forwards and backwards within individual databases. Each one of the buttons operates on the field where the cursor is located.



The "**First Record**" (<Ctrl + Home>) button takes you to the first record in the database and makes it the current record. This button has an arrow pointing to a solid vertical bar on the left side.



The "**Previous Record**" (<F7>) button takes you to the record immediately before the record shown on screen and makes it your current record. This button has an arrow pointing to the left.



The "**Next Record**" (<F8>) button takes you to the record before the record displayed on the screen. It moves you forward one record in the database. This button has an arrow pointing to the right.



The "**Last Record**" (<Ctrl + End>) button takes you to the last record in the database and makes it your current record. It has an arrow pointing to a solid vertical bar on the right side.



The "**Book Multiple Rooms**" button saves the information currently on the screen and then takes you to Fastbooking so that you can select several rooms at once.



The "**New Record**" or "**Insert Record**" (<F5>) button saves the information currently on the screen and then clears the screen or it inserts an empty line in a table. It allows you to enter a new record. The plus sign indicates that you are adding a



The "**Delete Record**" button will delete the information currently on the screen. In Event Data, the entire event, including Event Number and the Subevent(s) with all attached Resources will be deleted



The "**SAVE**" (<F2>) icon is used whenever you have completed a record and wish to save it to the database.

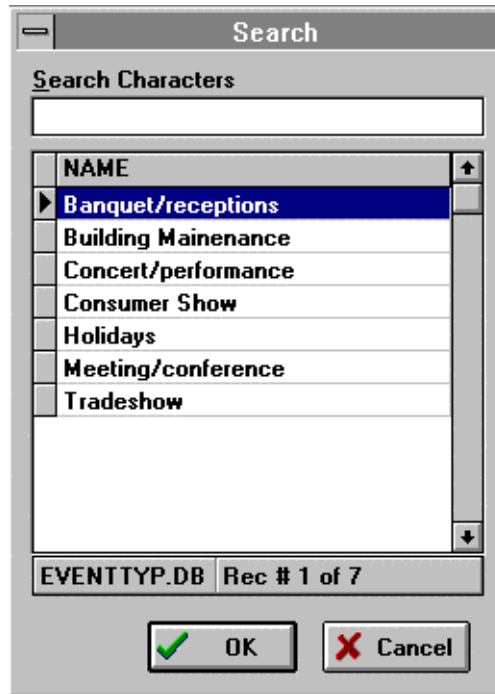


The "**Cancel Changes**" (<Esc>) button will undo all changes you made to a record. But, once you click into a table the entries into fields are automatically saved. The Cancel Changes button will **not** work in a table.



The "**Find Record**" (<F9>) button on the **Tool Bar** pops up a search table holding all records in a database. For faster, easier search you can enter the first letter(s) (if known) of the record you are looking for into the search characters field. *FASTbook* will scroll the table directly to all records starting with the letter(s) you typed.

Highlight the record you want to view and press the "OK" button. *FASTbook* then displays all the information for that record.



The Buttons in Event Detail

Use these buttons to move forwards and backwards within events. Each one of the buttons operates on the field where the cursor is located.

The navigator button functions just like in setup. The difference is the spiral that separates the top and bottom part. Since the Event Data window is divided into two sections, (event information at the top and subevent information at the bottom), the navigator buttons is also divided.



NOTE: Buttons in the top section only work on the Event part of the screen; buttons in the bottom section only work on the sub event information TABS.

Selecting, Deleting, and Inserting Lines in a Table

Selecting

Most time in *FASTbook*, a field or item must be selected before you can do anything with it. Selecting an item is very easy.

The cursor location indicates the item on the screen that is selected.

To operate (operate means that you are going to do something to the selected item, such as assign a meal and equipment to a selected room) on the selected item, click on the TAB below Subevents that performs the operation you wish to conduct.

To change the selected item, click the mouse (or use the arrow keys) on the item that you want to select. The black cursor will move and the high lighted item is now the selected item.



Inserting A Line

To insert a line between two or more items shown in a table, select the item below where you want the new line to appear.

Press the 'Insert' button or cursor all the way down to the end of the list. Use the Arrow key to do so.

When adding data in a table, the data is automatically SAVED by pressing <TAB> at the last field of that record. Once the cursor moves to the next line, the record is saved.

Deleting



In a Table

- ◆ Select the item you want to delete.
- ◆ In Event Data click on the bottom 'Delete' button in the Navigator toolbar to delete that record.



In a Window

- ◆ Select the item you want to delete.
- ◆ In Event Data, click on the top 'Delete' button to delete that record.



NOTE: If the cursor is in the Name or Description field in a window and you delete it, the entire record goes, not just the field. So be careful!

FASTbook will always bring up a confirmation screen when you are deleting. You have to press OK in order to delete a record.

The Menu Bar in Setup



The menu bar duplicates the functionality of the Navigator buttons, the toolbar and some accelerator keys by allowing non-mouse users to choose the appropriate topic from a variety of attached pull-down menus which will then execute.

- ◆ To activate the menu bar, press the <ALT> key and the underlined letter of the desired menu.



For Example: To display the next record on any given screen, press <ALT+R> to open the Record pull-down menu, then press "N" to activate the topic Next. The system will then execute the function by displaying the next record in the data file.

Notice, that when opening the pull-down menu, accelerator keys are indicated on the right. These keys are "shortcut" procedures to the listed topic.

The standard action bar in **FASTbook** always features the following pull-down menus:

- ◆ **Record:** Navigational keys and basic database procedures
- ◆ **View:** List of Modules associated with the program
- ◆ **Window:** Rearrange the window
- ◆ **Help:** Help menu

Record Pull-Down Menu



The record pull-down menu contains the most commonly used navigational function keys, which allow you to manipulate records in several ways. You can create new records, save records, browse records, find records, and delete records.

Menu Topics

Find Key	<F9>	New Key	<F5>
Previous Key	<F7>	Save Key	<F2>
Next Key	<F8>	Cancel	<ESC>
FindfirstKey	<CTRL+HOME>	Delete Key	<SHIFT+F2>
Find last Key	<CTRL+END>	Print Rpt.	<CTRL+F12>
Exit Key	<ALT+F4>		

View Pull-Down Menu



The view pull-down menu allows you to access individual sub-screens associated with the current entry form.

- ◆ To open the view pull-down menu, press <ALT+V> or press <F10> and the letter V.
- ◆ Highlight the topic of your choice by either pressing the underlined letter or using the arrow keys for cursor navigation.
- ◆ Press <ENTER> to access the topic.

If an arrow follows the topic a sub-menu will be displayed. Select your choice and press <ENTER>.

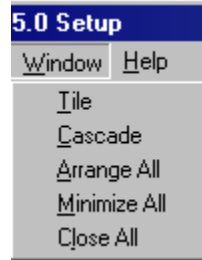
- ◆ The system then displays a secondary window or table on top of the active entry form.



For Example: If you are working on the clients master screen and you would like to open the labor entry form, press <ALT+V> or press <F10> and the letter "V" to open the view pull-down menu. Then highlight the topic "Labor" or press the letter "L" to open the labor screen. You can also press the Labor button.

Window Pull-Down Menu

The window pull-down enables you to quickly rearrange your screen, so that windows and icons are easy to see.

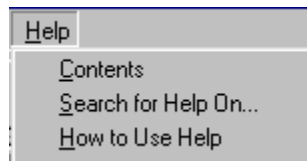


Tile re-sizes and arranges all open windows horizontally and vertically side by side so that all windows are visible by dividing the given room by the number of open windows.

Cascade re-sizes and layers the open windows so that each titlebar is visible. Arrange All arranges all minimized window icons evenly on the bottom of the main setup screen

Help Pull-Down Menu

The help pull-down features different ways to access the help utility. You can move, re-size, minimize, or maximize the help window.



Contents enable you to obtain a list of all topics.

Search for Help on ... is context sensitive which allows you to obtain help relevant to the screen you are working on by either clicking on the help button, or pressing the <F1> key. Keys help gives you detailed instructions on how to use the function keys and the help index allows you to search for a specific topic you wish to get help on.

How to use Help displays the Contents for How to use Help. Choosing this command is the same as pressing <F1> while you are using help. It is Window's™ help file.

The About function when activated displays the company logo, software version, serial number, and copyright information. The remaining system memory and system resources are also shown.

FASTbook's Help offers a quick way to find information. Within help topics, there are 'jumps' which you can click to display a new help topic.

Using the Help button that appears in the toolbar will always open the help's contents.



Using the <F1> key while using an application opens the help that exactly pertains to the module you are working on.

NOTE: If <F1> doesn't display Help, always use the application's Help menu.

The Next Record Key <F8>

By pressing <F8> on selected fields, the system displays the next available record.

If the panel is cleared and you press <F8>, the system will display the last record in the datafile.

Once the last record has been reached, the color of the 'NEXT' button will change from blue to gray.

The Previous Record Key <F7>

By pressing <F7> on selected fields, the system displays the previous record.

If the panel is cleared and you press <F7>, the system will display the first record in the datafile.

Once the first record has been reached in the data file, the system will notify you by changing the 'PREVIOUS' button color from pink to gray.

The Add/Insert Key <F5>

The clear/add key (F5) allows you clear the panel of all data in order to add new information into the entry form.

If data is present on the entry form that has not yet been saved, it will be saved as soon as you press the <F5> key.

The Save Key <F2>

The save key (F2) allows you to store input data of an entry form into the appropriate database.

◆ To save a record, complete all necessary information in an entry form, then press <F2> to save your entries.

The Next Record Key <F8>

By pressing <F8> on selected fields, the system displays the next available record.

If the panel is cleared and you press <F8>, the system will display the last record in the datafile.

Once the last record has been reached, the color of the 'NEXT' button will change from blue to gray.

The Previous Record Key <F7>

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If the panel is cleared and you press <F7>, the system will display the first record in the datafile.

Once the first record has been reached in the data file, the system will notify you by changing the 'PREVIOUS' button color from pink to gray.

The Insert Key <F5>

The insert key (F5) allows you clear the panel of all data in order to add new information into the entry form.

If data is present on the entry form that has not yet been saved, it will be saved as soon as you press the <F5> key.

The Save Key <F2>

The save key (F2) allows you to store input data of an entry form into the appropriate database.

◆ To save a record, complete all necessary information in an entry form, then press <F2> to save your entries.

The Exit Key

The exit key <ALT+F4> allows you to close the current entry form and return to the previous screen.

If you are in the Task Organizer, the exit key closes the entire application and returns to Windows.

The escape key <ESC> has the same effect as the exit key.

The Combo Box

The combo box allows you to display a pick list that shows previously saved input for a particular field. This is a useful tool when attempting to find a record you wish to edit or browse. To activate the combo box, click on the down-arrow button in the upper right hand corner of the field with your mouse. Most fields allow for pressing the <F4> key.

FASTbook then displays a table of entries for the field. Most entry screens feature at least one combo box field which is usually a record identifier, such as a name or a description.

To select an item from the table, either click on it with your mouse, or use the up and down arrow keys on your keyboard to highlight the item. Press the <ENTER> key to confirm your choice. To close the combo box, simply click on the arrow key again, or press the <F4> key.

The Toolbar in Setup

The toolbar contains buttons that when clicked execute a particular function. It is located at the top of the screen and changes its appearance depending on the screen you are working with.



The navigation buttons are on the left side.

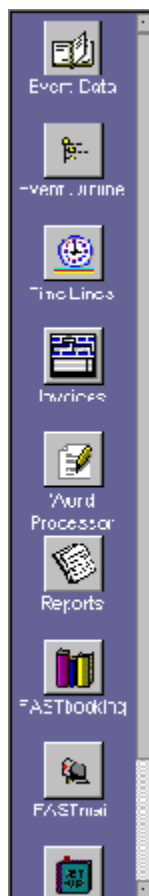
Buttons used to access other modules or functions are on the right side..



NOTE: The toolbox can only be used with your mouse. To execute any of the above listed functions, open the Record or View pull-down menu, and choose the appropriate topic.

FASTbook's Toolbar

If you open *FASTbook* you will see a Toolbar that contains buttons to give you immediate access to all modules (Set-Up, Calendar, Event Data, *FASTbooking*, and Invoicing).



Checkboxes

Checkboxes are used throughout *FASTbook* system whenever you have the choice of making multiple selections.

All checkboxes are initially in OFF position. To select an option simply click on the square box with your mouse, or if you don't have a mouse, use your <TAB>

key to select the option you want and press the SPACEBAR to fill the box with an 'X'.

Radio Buttons

Radio buttons are used throughout *FASTbook* system whenever you have to choose one of several options.

All Radio buttons are initially in OFF position. To select an option simply click with the mouse on the hollow circle or if you don't have a mouse, use your <TAB> key to select the radio button group and move to the appropriate selection using your arrow keys to fill the hollow circle.

The Setup Window Status bar

You will find a StatusBar at the bottom of the Setup window. It shows you messages to help you use FASTbook and provides statistics on users currently in FASTbook etc. It is arranged in 3 sections.



It displays the module you're currently in.

How you logged in.

Users in FASTbook.

When you move the cursor to a screen or open a screen, the function is displayed.

The Bubble Help

When you move your cursor over a button or other specific fields, you will see a yellow bar appearing that contains a brief message or a description for the button. The small pop-up window is displayed when the pointer remains on a button longer than one second.

The message is also displayed in the statusbar in all setup windows.

If you pass the cursor over timelines in a calendar, the Event Name will appear in the Bubble Help bar.



Technical Support

If you require assistance with the program, Event Software asks that you have the following information at hand:

The Name of your Company. • The Serial # of your program (Select 'About' from the Help menu). • The name of the Event Software application you are having problems with. • A list of all error messages that you received during the application error, along with a description of what you were doing. • Try to duplicate the error before calling. If you cannot duplicate the error, send us a fax with the above information.

The operating system you are using (Windows 95, Windows 98, Windows NT, Netware 7.X).

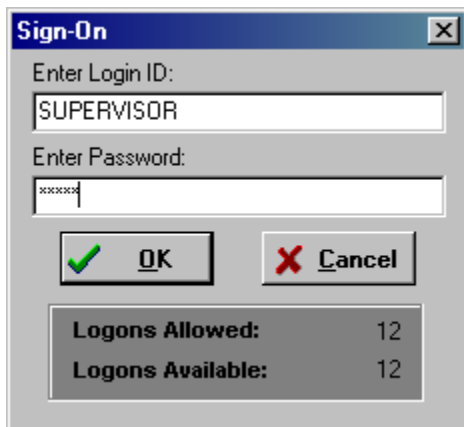
Event Software offers one year of complimentary technical support.

When you are calling Tech Support please be at your computer with your application running so the technician can walk you through your problem. Please be prepared to describe exactly what you were doing when the problem occurred, the exact content of any error message including the error number, what type of computer you are using, and whether or not you can duplicate the problem.

Phone #: 480-517-9990 • Fax #: 480-517-9994 Email: support1@eventsoft.com

The *FASTbook* Sign On Screen

After double-clicking on the *FASTbook* icon the *FASTbook* Sign-On screen will appear.



As a default your Network Login Name shows in the Login ID field.

- ◆ Press <TAB> if you want to login with the displayed name.
- ◆ To change the Login ID, simply highlight the default in the Login ID field, to overwrite it with the new Login ID.
- ◆ Enter the appropriate Password.
- ◆ Press the OK button to proceed to *FASTbook*.
- ◆ Press the Cancel button to abort the *FASTbook* program.
- ◆ If you have entered the wrong password four (4) times the program will automatically abort.



NOTE: If you login to *FASTbook* for the first time, no Security will be set up. You have to use the default Login ID "SUPERVISOR". The default Password to go along is "SUPER".

If you pressed the OK button, the *FASTbook* program starts, and the Monthly Calendar opens as your desktop with the toolbar shown



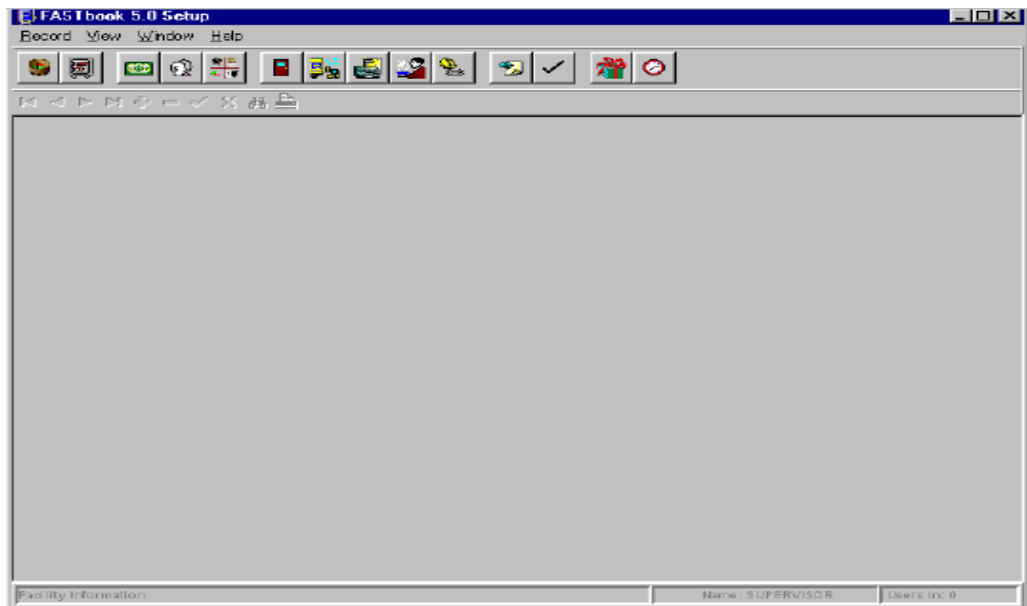
From Calendar you have access to the Setup, Event Data, Invoicing, and FASTbooking. Also all Timelines and Reports can be accessed. This manual will guide you through Setup first, then the Calendar and Timelines, then Event Data and FASTbooking and finally Invoicing and Estimating.

 **Notes**

Chapter 2: Setup Modules



Before *FASTbook* is functional, all data relevant to event scheduling must be entered into the system. This is done by first bringing up *FASTbook* and then from calendar, click on the **SETUP** button. Once the Setup screen is open, click on the button for a particular setup screen. Enter all the information that is related to that particular screen. A detailed explanation of this data entry and the overall function of the individual screens will be explained in their respective section.



The Set-Up modules contain all master databases and hold vital information to support your center's booking activity. The master databases are classified as either mandatory (required) or optional. The following list gives you an overview of all available Setup modules.

MANDATORY



Center Information

- Center Profile

- User Definables

- Supervisor

- Status & Location



Security

- Security Levels



Client Categories



Rooms

- Room Rates

- Room Styles

- Rooms



Event Types



Clients

OPTIONAL



Equipment



Meals



Vendors



Labor

- Positions/Rates

- Employees



Holidays



Ticklers



Outline Descriptions



Scheduled Tasks

Getting Started

Throughout the manual, the setup modules are explained and described in the order they appear in setup's toolbar.

That is not necessarily the order in which they should be completed.



We recommend that you first open 'User Accounts & Security ' and then complete its second tab, the 'Security Levels TAB'.

Once you have setup your Center's Security Levels, you are ready enter the different users of *FASTbook*. Complete the first tab, the '**Fastbook Users TAB**'. enter single users and groups of users.

Once you have setup your Center's Fastbook Users, you are ready enter the different groups of users of *FASTbook*. Complete the last tab, the '**Groups TAB**', enter group name, then select the users in each group.

After the *FASTbook* users are entered into the 'Security' setup database and have their different 'Security Levels', go back to the '**Facility information**' module.



Click on Facility Information's first TAB, the actual '**Center Profile**' and fill out all applicable information as described in the Center Profile section in the manual, also if your center has several sites and you need to setup different Locations, then complete second tab '**User Defined TAB**', third tab, '**User Defined 2**', fourth tab, '**Status/Booking TAB**' and the fifth tab, '**Internet Settings TAB**'.



The '**Client Categories**' database needs to be setup next, because its data is needed to complete Room Rates, Clients, Equipment, Meals, and Labor Rates. If you don't use different Client Categories, you need to enter at least one category that could be called 'standard' or 'basic'.

All other mandatory modules, '**Rooms**' and '**Event Types**' can be completed in any order you like as well as all other modules..



If your center has on-site and vendor supplied catering, it is necessary to finish the '**Vendor**' database before entering Meals.

If your center schedules labor assignments for in-house and vendor supplied employees, the '**Vendor**' database should be completed before entering Labor.



Facility Information



NOTE: The Facility information setup module consists of 5 tabs: The '**CENTER PROFILE**' setup, the '**USER DEFINED**' setup, the '**User Defined 2**' setup, the '**STATUS/BOOKING**' setup and the '**Internet Settings**' tab. The TABS on the bottom of the window allow for easy swapping between pages, and because the TAB for the page you are working on is always highlighted in the screen color there will never be a doubt about what page you are working on.

TAB 1: Center Profile

Center Profile database is where the center's supervisor will configure the various options available to *FASTbook* users.

Location	Address 1	Address 2	Address 3	City	State	Zip	Country
Arena							
Convention Ctr							
Theater							

Setting Up The Center Profile

- ◆ From the View Pull-Down Menu in the Actionbar, pick Center Information by clicking on it or use your mouse to click on the Center Profile button in the toolbar.

- ◆ The Center Profile window opens.

The top part of the screen is for your center's information.

Center Name and Software Serial Number are provided by Event Software Corporation. You will not be able to change these. The Serial Number is needed to assist you with technical support.

- ◆ To enter your center's information, click in the first Address field and type in the Address. Press <TAB> to advance to the next field.
- ◆ Fill out all applicable information and press <TAB>, or use the mouse to move the cursor forward.

Notifications

The notification section consists of one check box for Event Coordinator and four lines: Administrator, Equipment Coordinator, Labor Coordinator, and Meals Coordinator. The Center Profile allows you to assign a recipient of messages concerning each of these four categories.

- ◆ To assign an Event Coordinator, turn the check box on. This will send a message to Event Coordinator assigned to the event in Event Data.
- ◆ To assign an Administrator or coordinator, click on the combo button next to the field. A Screen pops up. Click on the responsible person's Log-in Name.
- ◆ The Coordinators Name will now transfer to the Center Profile screen. Press <TAB>.
- ◆ To indicate how many days prior to the event a coordinator should be notified of any changes, type the number of days in the appropriate field.

Example: For the recipient of the Equipment Messages to be notified of any changes in the equipment use, an event must be booked, equipment has to be assigned, altered, or deleted within the number of days defined.



NOTE: System Messages are generated every time something has changed at the event level. The messages are protected; they only appear to the person that they are assigned to.

Tickler Notification

Turning this Checkbox ON allows *FASTbook* to send Tickler messages to individuals, when logging into the system.

Locations

In the location section you are able to set up the different locations of your center. SET UP LOCATIONS ONLY IF YOU HAVE MULTIPLE SITES. Setting up your different site Locations is important for the Rooms and Equipment setup screens.



NOTE: If you have only one location (site) you do not need to enter anything into this field.

- ◆ Turn the 'Are you Managing multiple Sites' check box on. Press <TAB>.
- ◆ Enter the first location into the table. Press <TAB>.

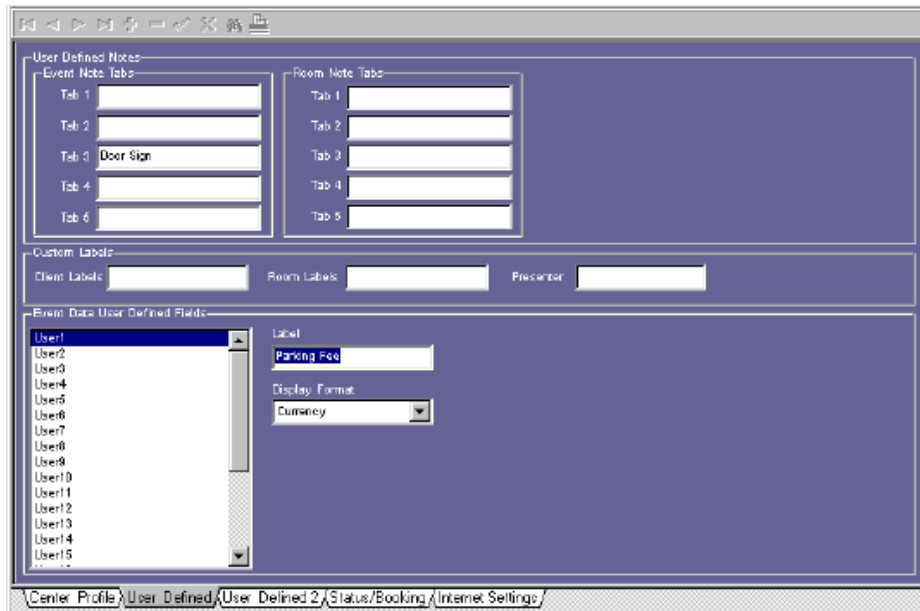
FASTbook will save the record and you are ready to enter the next location.

- ◆ Proceed until you have all the locations of your center setup. Press <TAB> after each entry.
- ◆ To get out of the table without using your mouse, press Post Edit.

TAB 2: User Defined

In the top section of the screen, you are able to define names for 10 NOTE PAD TABS in Event Data, (5 event level and 5 sub-event level). Let's say that you need an extra NOTE PAD for comments regarding Housekeeping. Simply place your cursor in the first note field and type the word 'Housekeeping'. If you wanted to tie the Housekeeping NOTE PAD to a sub-event you would use the sixth note field. If you now click on the NOTE PAD in Event Data, the NOTE PAD pops up with 6 different TABS: Events, Rooms, Equipment, Meals, Labor, and Housekeeping.

To see the new field and TAB descriptions in place, you need to close Setup and open Event Data.



The bottom section will let you define 24 fields throughout *FASTbook*. Information entered in the fields called 'User 1' through 'User 24' will appear in the 'Custom 1' and 'Custom 2' TABS.

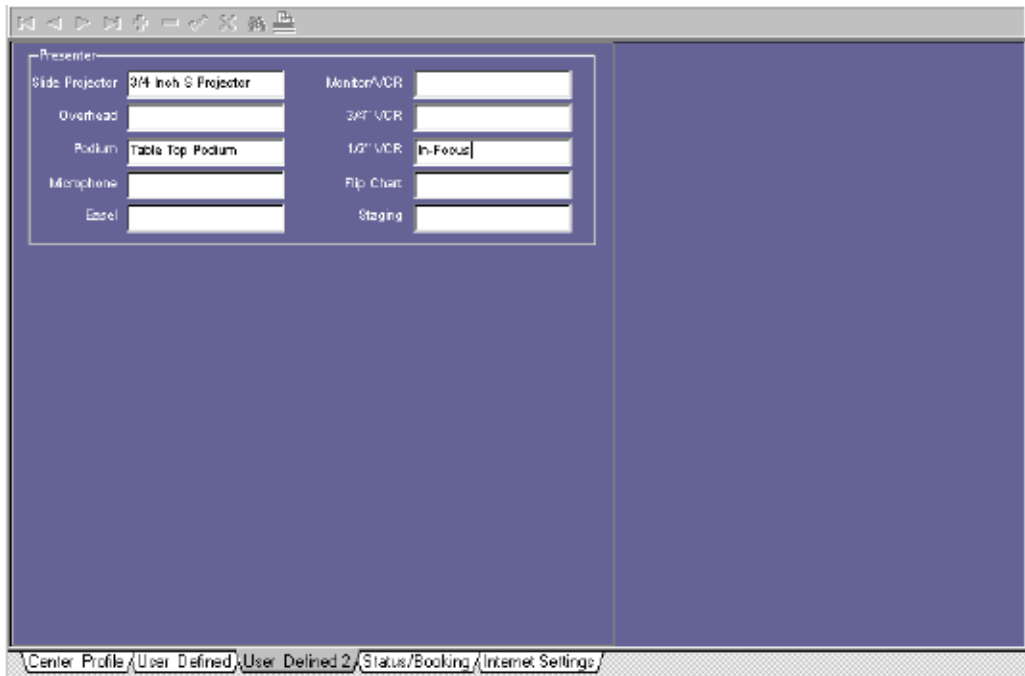
Define your expression for the 'Client', 'Room' and 'Presenter' databases in the fields that are located in the center of the screen.

Example: If you are using the word 'Hall' instead of 'Room' and you typed it into the field next to the room label, *FASTbook* will use the word 'Hall' throughout the program, even the buttons and Tabs will be changed.

TAB 3: Presenter

Define the Names of all 'Audio Visual Needs' checkboxes in the Presenter TAB in Event Data in the Presenter Section fields 'Presenter 1' through 'Presenter 10'.

- ◆ Simply type the expression you want to use in the appropriate field. Press <TAB> to advance to the next field.



TAB 4: Status/Booking

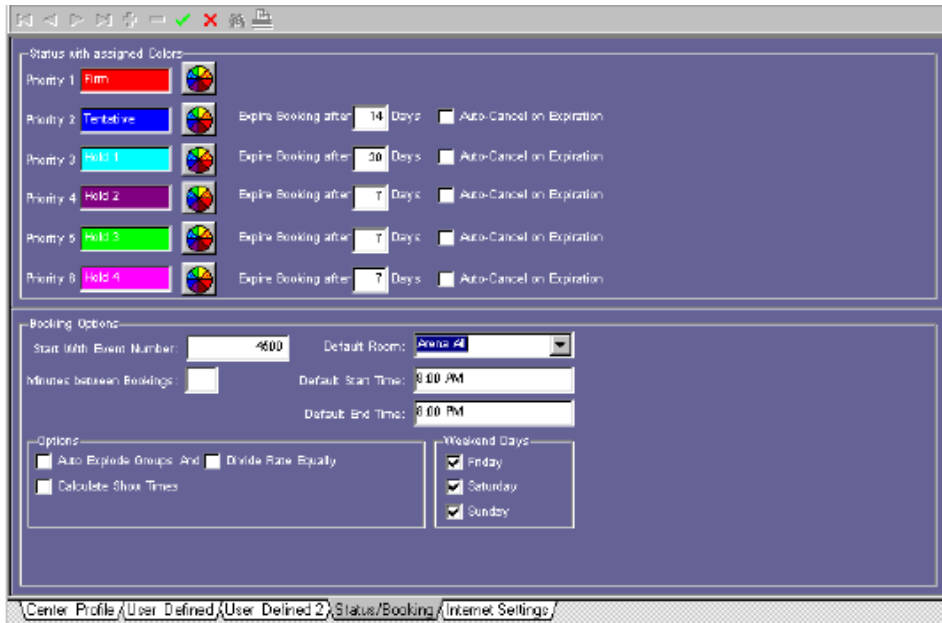
Status

In the Status database you will be able to assign 6 different Statuses to user-defined colors. This is very important when you are using the Timelines. If your facility uses more than one expression for a tentative booking, you will be able to set up the proper terminology in this window.

Click on the Status/Booking tab on the bottom of the Center Profile window.

- ◆ The entry form changes to the Status/Booking screen.
- ◆ Type Firm in the first field. Press <TAB>.
- ◆ User defined colors will now fill the fields for the 6 different priorities
- ◆ Red for Firm Events, Blue, Aqua, Purple, Yellow, and Pink for different kinds of tentative Events. If you wish to select different colors for your status levels, click on the color wheel, next to each status level and select the color you wish to use.
- ◆ Type your Expression for the Tentative 1 on top of the Blue color. Click on the color wheel if you wish to change the status color and select the color you wish to use. Press <TAB>.

- ◆ Enter after how many days this kind of booking expires (if applicable). Press <TAB>.
- ◆ If you want the tentative booking automatically deleted on the expiration date, press the SPACEBAR or click in the Checkbox.



- ◆ Type your Expression for the Tentative 2 on top of the Yellow color. Click on the color wheel if you wish to change the status color and select the color you wish to use. Press <TAB>.
- ◆ Enter after how many days this kind of booking expires (if applicable). Press <TAB>.
- ◆ If you want the tentative booking automatically deleted on the expiration date, press the SPACEBAR or click in the Checkbox.
- ◆ Enter all remaining Priorities (if applicable). Press <TAB>.

Booking Options

In the booking options section, you are allowed to set up several options and defaults to define the way *FASTbook* works.



NOTE: All Checkboxes use positive logic. When a Check shows in the box, that function is turned on. Initially all flags are turned off.

To change the status of a checkbox, place the mouse pointer in the box and click once, or <TAB> the cursor in place and press the SPACEBAR>

Event Number

Before you begin entering events in FASTbook you can change the first event number. We know not everyone wants to start with number one.

Number Of Minutes

Type in the number of Minutes you need in-between bookings for the same room. This time can be used as extra setup or tear-down time.

Press <TAB>. (Optional.)

Default Room, Default Start And Times

To help speed up the booking process you can put in defaults so that when you are booking an event all you have to do check the date and book the room. Just type in the default room, the default start and end times. This works well if most of your holds are for one main room and you rent by the day, not by the hour.

Press <TAB>. (Optional.)

Explode Group

Turning this Checkbox ON will display all the rooms in a group that have been booked in the sub-event rooms tab of the event data screen. Leaving this Checkbox OFF will display only the name of the group in the sub-event window and in the timeline.

... And Divide Rate Equally

Once Explode Groups is chosen, there are two different options on how to show room-rates: The system is set to default the same room rate to each room in the group. (The room rate assigned to the group will be issued to each individual room.)

Calculate Show Times

Turning this Checkbox ON allows *FASTbook* to add setup time to start time to give you show start time and subtract tear down time from end time to give you show end time. Leaving this Checkbox off allows you to set independent show start and show end times.

Weekend Days



NOTE: In this section you will be able to set up the weekend duration. This procedure is necessary when you are setting up weekend rates for rooms.

- ◆ If you want to charge the weekend rate for rooms on Fridays, click on the Friday checkbox.
- ◆ If you want to charge the weekend rate for rooms on Saturdays and Sundays, click on the Saturday and on the Sunday checkbox.
- ◆ Press the SAVE button to save the Status/Booking settings.

TAB 5: Internet Settings

If you wish to send email with in Fastbook you will need to enter the internet Protocol settings for you E-mail.

A screenshot of a web browser window displaying the 'Internet Settings' form. The form has a dark blue background and contains three input fields:

- SMTP Host Name:
- SMTP Username:
- SMTP Password:

The browser's address bar at the bottom shows the path: \Center Profile\User Defined\User Defined 2\Status\Booking\Internet Settings/

The first setting SMTP Host name: Specifies your Simple Mail Transfer Protocol (SMTP) server for outgoing messages. You can get this information from your IT Department, Internet service provider (ISP) or local area net (LAN) administrator.

The second setting is SMTP Username: Specifies your account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

The third line SMTP Password: Specifies your user password, normally your server password.

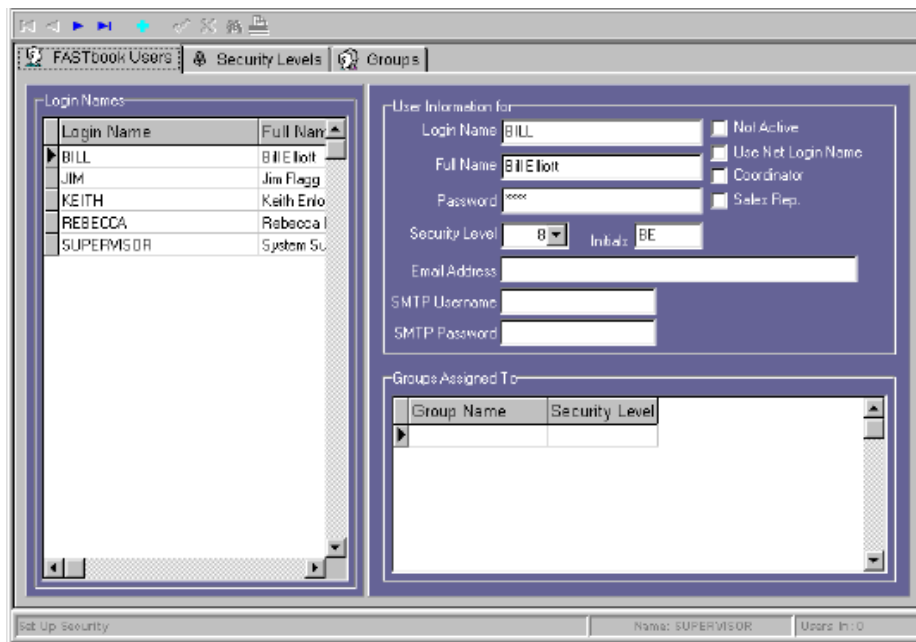


User Accounts and Security

The User Accounts and Security database enables you to set up the different users of *FASTbook* and assign Passwords and Tickler Notification codes to them. You can also set up Security for different groups of users. (e.g. The Booking Group or the Setup Group).



NOTE: Groups are used for messaging only, not for logging into the system.



Entering Users

- ◆ Use your mouse to click on the 'User Accounts and Security' button in the toolbox
- ◆ The Fastbook Users window opens.

If setting up a single User:

- ◆ Click on the INSERT button to add a new line.
- ◆ Type in the user's login name on the right side of the screen. Press <TAB>. The System will spell the login name in capital letters on the left side of the screen. This entry will identify the login name for Tickler Notification.
- ◆ Type in the user's full name. Press <TAB>.
- ◆ Enter the Password. Press <TAB>.

Login Name	Full Name
BILL	Bill Elliot
JIM	Jim Flagg
KEITH	Keith Erno
REBECCA	Rebecca I...
SUPERMSDR	System Su...

User Information for:

Login Name: BILL Not Active
Full Name: Bill Elliot Use Net Login Name
Password: **** Coordinator
Security Level: 8 Initials: BE Sales Rep.
Email Address: _____
SMTP Username: _____
SMTP Password: _____

Groups Assigned To:

Group Name	Security Level

Set Up security Name: SUPERVISOR Users In: 0

- ◆ Type the user's Security Level. The Security Level was previously defined in Security Levels TAB. Press <TAB>.
- ◆ Enter the User's Initials. Press <TAB>.

Not Active



NOTE: To remove users from list, check "Not Active". They will still appear in setup but not in the rest of FASTbook

Use Net Login Name

Turning this Checkbox ON keeps the Login ID assigned by your network so you can enter the one you setup in *FASTbook*.

Coordinator

Turning this Checkbox ON allows you to assign users to the Coordinator drop down box in event data.

Sales Representative

Turning this Checkbox ON allows you to assign users to the Sales Rep. drop down box in event data.

User E-Mail Address

Enter the Users SMTP Username and SMTP Password . The SMTP Username: Specifies your account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

The SMTP Password: Specifies your user password, normally your server password.

For Users Who Wish To

- ◆ If you wish to change your security password, you must have access to setup and the security module.
- ◆ Highlight your name (it will be the only one that you can view) and click into the existing password.
- ◆ Type your new password in the highlighted field.
- ◆ Click on the green check to save the change.

TAB 2: Security Levels

In the security Set-Up you can define security levels.

Type in the User Group's login name. Press <TAB>. The System will spell the login name in capital letters.

Entering Security Levels

- ◆ Click on the Security Levels TAB on the bottom of the Center Profile window.

The screenshot shows the 'Security Levels' configuration window in FASTbook. The window has three tabs: 'FASTbook Users', 'Security Levels', and 'Groups'. The 'Security Levels' tab is active. It contains several sections:

- Security Level:** A text field for 'Level H' containing the number '4', and a text field for 'Description' containing 'View Only'.
- Set Up:** A section with a checked checkbox 'Can view and edit Center Information'. Below it is a table with columns 'View', 'Edit', 'Delete', and 'Create' for various items: Setup, Rooms, Event Type, Clients, Ticklers, Vendors, Labor, Equipment, Meals, Outline, and Holidays. All checkboxes in this table are checked.
- Booking Security:** A section with a dropdown menu for 'No Bookings After' and a text field for 'Days in advance'.
- Event Edit:** A table with columns 'View', 'Edit', 'Delete', 'Create', and 'Note' for various items: Booking Rights, Rooms, Meals, Equipment, Labor, Ticklers, Invoice, and Reports. All checkboxes are checked.
- Privileged Events:** A section with a checked checkbox.
- Allowed Custom Notes:** A section with checkboxes for 10 items (1-10). Items 1-5 are labeled '(Event Notes)' and items 6-10 are labeled '(Sub Event Notes)'. All checkboxes are checked.
- Allowed Status Levels:** A section with checkboxes for 6 items (1-6). All checkboxes are checked.
- Customizations:** A section with a checked checkbox 'Allow Calendar Options'.

The status bar at the bottom shows 'Set Up: Security Levels', 'Name: SUPERVISOR', and 'Users: 11:0'.

- ◆ The entry form changes to the Security screen.
- ◆ Click on the INSERT button to clear the screen.
- ◆ In the first section you are able to name the security level.
- ◆ Type in a Number for the level you want to create and press <TAB>.
- ◆ Type in the Description for that level and press <TAB>.

The Meaning of the Security Level Terms:

USE: This Security Level can access the modules, but if nothing else is selected it is merely a permission to view.

In order to have Edit, Delete, and Create rights, the Use must be ON.

EDIT: This Security Level can access modules and make changes to existing records, but cannot Delete records from the database. It will also prevent Creating of new records.

DELETE: This Security Level can access the module and delete items from the indicated database. It has no permission to Edit existing records or Create new ones.

ADD: This Security Level can access the module item and create a new record in the indicated database, but cannot Edit or Delete existing records.

In the second Section you are able to define how '**Setup**' is handled.

- ◆ Click on the first Checkbox called 'Use Set Up', if the level you are defining should be able to work in the Set Up modules.
- ◆ By clicking on this Checkbox, all Checkboxes for Set up will be switched to the ON position.
- ◆ If you want the level to only use the Set Up module, but not Edit, Add, or Delete in it, click on the Checkboxes in the Set Up row that are located below the Edit, Delete, and Add Columns.
- ◆ All Checkboxes will be turned OFF again accept the first column.
- ◆ If you want the level to only create within the Set Up module, but not Edit or Delete, click on the Checkboxes in the Set Up row that are located below the Edit and Delete columns.
- ◆ All Checkboxes in the Edit and Delete columns will be turned OFF.
- ◆ Indicate which databases the level you are setting up will be able to use, which ones they can Edit, which ones they can Delete from, or Create in by clicking on the appropriate Checkbox.

In the third Section you are able to define how '**Booking**' is handled.

- ◆ Click on the first Checkbox called 'Use Booking' if the level you are defining should be able to work in the Booking and Report modules.
- ◆ Indicate in what way the person assigned to the level you are setting up will be able to use Booking by clicking on the appropriate Checkboxes.
- ◆ If you want to set a time limit on bookings you have two options. You can enter the End Date (like 03/07/04) into the 'Book Rooms until' field, or type in the number of 'Days in advance' (like 90).

FASTbook would disallow any bookings after March 7, 2004, or beyond 90 days.

In the fourth Section you are able to define how '**Resources**' are handled.

- ◆ Click on the first Checkbox called 'Use Rooms' if the level you are defining should be able to Edit, Delete, or Create records in the Sub-event Rooms module.
- ◆ Click on the second Checkbox called 'Use Meals' if the level you are defining should be able to Edit, Delete, or Create records in the Subevent Meals module.
- ◆ Click on the first Checkbox called 'Use Equipment' if the level you are defining should be able to Edit, Delete, or Create records in the Sub-event Equipment module.
- ◆ Click on the first Checkbox called 'Use Labor' if the level you are defining should be able to Edit, Delete, or Create records in the Subevent Labor module.

In the fifth section you are able to define whether or not you want the level to use the 'Allowed Custom Notes'.



NOTE: You may want to setup User Definable TAB first, before setting up the fifth section.

- ◆ Define whether or not you want the level to 'Use Reports'.

In the sixth section you are able to define whether or not you want the level to use the "invoice/financial" information.

In the seventh section you are able to set up status priorities for the security level.

- ◆ Click on the first checkbox if you want the user to book firm events, which have a **Priority 1**.
- ◆ Click on the second checkbox if you want the user to book tentative events, with a **Priority 2**.
- ◆ Click on the third checkbox if you want the user to book tentative events, with a **Priority 3**.
- ◆ Mark all six Checkboxes if you want the person assigned to the security level you are setting up to book any event regardless of status.

Different Event Statuses can be setup in the Center Profile module on the last TAB called 'Status'.

- ◆ Click on the SAVE button to save your entries.
- ◆ Click on the INSERT button to clear the screen and get ready for the next entry.



NOTE: You must be logged in as the Supervisor to add a new user to the security list.

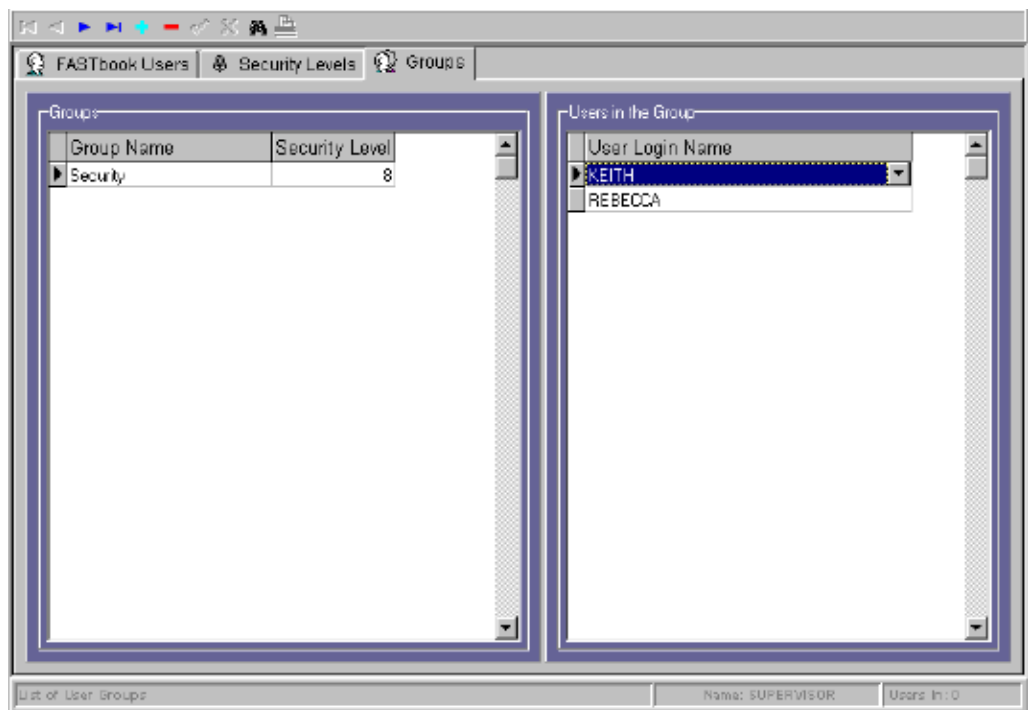
TAB 3: Groups

- ◆ Type in the User Group's login name. Press <TAB>. The System will spell the login name in capital letters.
- ◆ Type in the User Group's full name. Press <TAB> .
- ◆ Click on the checkbox or press the Spacebar to mark the user as a Group.
- ◆ Highlight the group to which you want to assign users by clicking with the mouse on the name.
- ◆ Type in the User Group's login name. Press <TAB>. The System will spell the login name in capital letters.
- ◆ Type in the User Group's full name. Press <TAB> .

- ◆ Click on the checkbox or press the Spacebar to mark the user as a Group.
- ◆ Highlight the group to which you want to assign users by clicking with the mouse on the name.
- ◆ Click on the ZOOM button.

A secondary screen will pop up that contains the Full Name of the group you highlighted.

- ◆ Click on the down arrow in the table.
- ◆ Assign the users you want to be part of the group by selecting them from the drop-down list and pressing <TAB> after each selection.
- ◆ Press the OK button to accept your entries and exit the secondary window.
- ◆ Click on the INSERT button or use the down arrow key to add an empty line into the table and get ready to set up a Security Level for a different Location.



Double-click on the System-Menu-Icon or choose Close from the menu that drops down if you click on the System-Menu-Icon once to exit Security.



Client Categories

The Client Categories database enables you to set up the different Client Categories that apply to your clients. Once a Client Category is assigned to a client, **FASTbook** uses it to automatically charge a previously specified rate for Rooms, Equipment, Labor, and Meals.



NOTE: If you don't use different Client Categories, you need to enter at least one category that could be called 'standard' or 'regular' It is the basic rate you are charging to each client.

Client Name	Address (Line 1)	Address (Line 2)	Address (Line 3)	City
Bills AV Promotions	1044 E Piller Ave			Mee
Camelback Productions	234 Main St			Mee
Don Ho	231 E. Side Street			Mee
Event Software				Mee
Harry Kites				Mee
Tigers Basketball				Mee

Entering Client Categories

From the View Pull-Down Menu in the Action bar, pick Client Categories by clicking on it or use your mouse to click on the Client Categories button in the toolbar.

The Client Categories window opens.

Click on the INSERT button to add a new line.

Type in the Description for a category and click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

Click on the INSERT button to add a new line and get ready for the next entry.

Click on the Post Edit button to save last entry before exiting.



Clients

The Clients database allows you to enter personal information about each one of your customers, whether they are making a reservation or conducting other business at your center.

The screenshot shows a software window titled 'Client Information'. It has a toolbar at the top with navigation icons. The main area contains the following fields:

- Name:** Bills AV Promotions
- Category:** For Profit (dropdown menu)
- Inactive Client
- Flag with Message
- Created:** 07/23/2002
- Updated:** 07/23/2002

Address Section:

- Address 1:** 1044 E Piller Ave
- City:** Mesa
- Country:** (empty)
- Address 2:** (empty)
- State/Province:** AZ
- Phone:** 345 879 9876
- Address 3:** (empty)
- Zip/Postal:** 85210
- Fax:** 345 879 9870

Contacts (1) | Notes

Contact Name	Title	Presenter	Priority	Phone	Ext.	Phone 2	Fax
Bill Friendly		<input type="checkbox"/>	1				

At the bottom of the window, there are two small text boxes: 'Contact and Billing Address:' and 'Name: SUPERVISOR'.

Entering Clients

- ◆ From the View Pull-Down Menu in the Action bar, pick Clients by clicking on it or use your mouse to click on the Client button in the toolbar.
- ◆ The Client window opens.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Name of the client and press <TAB>.
- ◆ Enter Address 1, Address 2, and Address 3 (if applicable). Press <TAB> after each entry.
- ◆ Enter the City, State, Zip, and Country for the client. Press <TAB> after each entry.

- ◆ Pick a Billing Category from the combo list that applies to this client. Press <TAB>.
- ◆ *FASTbook* will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.
- ◆ Enter the first Client Contact Name into the Contact Name column. Press <TAB>.
- ◆ Enter the person's Title. Press <TAB>.
- ◆ Check the Presenter check box only if you need identify a presenter, promoter, VIP or other identifier. This will allow you to do a sort or filter by this contact identifier.
- ◆ Enter the person's Priority. Press <TAB>.
- ◆ Enter the Phone Number for the Contact Person. Press <TAB>.
- ◆ Enter the Phone Extension. Press <TAB>.
- ◆ Enter the FAX number. Press <TAB>.
- ◆ The City, State, and Zip Code are defaulted from the upper part of the client's screen.
- ◆ If the Contact person has a different address than the one defaulted, simply type in the appropriate City, State, and Zip. Press <TAB> after each entry.



Note: To send clients e-mail from FASTbook, you must enter the contact's e-mail address.

- ◆ Press INSERT to enter the next person into the Contacts table if you are not on a blank line.
- ◆ Press <ENTER> to get out of the table, back into the Client Name field.
- ◆ Click on the INSERT button to clear the screen and enter the next Client.
- ◆ To view all records in Client Database click on binoculars on the Tool Bar.

- ◆ After selecting Client you wish to review, click on the 'ok' button to go back to Client Information.

Entering Client Notes

- ◆ Click on the Notes tab next to the Contact tab on the Editing Client screen.
- ◆ Click on the insert/add record (+) button. FASTbook will time stamp and add your user name to the record.
- ◆ Next select the contact if needed.
- ◆ Then add your note and save when completed.



Event Types

Event Types classify the nature of the event your facility is hosting. They are used throughout the system to identify the Event and Subevent, and can be an extremely useful function. The usage of Event Type readily identifies what type of event or subevent you are dealing with when looking at screens or reports. Event Types is also very helpful when generating statistical information for management and sales reports. Event Types are: Banquet, Conference, Meeting, Convention, Antique Show, etc...

Event Type	Days Before	Privileged	Create as Private Event
Concert Rock	45	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Concert R & B	45	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concert Hip-hop	45	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concert Blues	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family Show		<input type="checkbox"/>	<input type="checkbox"/>
Banquet		<input type="checkbox"/>	<input type="checkbox"/>
Sports	35	<input type="checkbox"/>	<input type="checkbox"/>
Trade Show		<input type="checkbox"/>	<input type="checkbox"/>
Gun Show		<input type="checkbox"/>	<input type="checkbox"/>
Convention		<input type="checkbox"/>	<input type="checkbox"/>
Conference		<input type="checkbox"/>	<input type="checkbox"/>
Consumer Show		<input type="checkbox"/>	<input type="checkbox"/>
Move-in		<input type="checkbox"/>	<input type="checkbox"/>
Move-out		<input type="checkbox"/>	<input type="checkbox"/>
Meeting		<input type="checkbox"/>	<input type="checkbox"/>
Reception		<input type="checkbox"/>	<input type="checkbox"/>
Seminar		<input type="checkbox"/>	<input type="checkbox"/>

Event Types and the minimum days required between bookings. Name: SUPERVISOR

- ◆ From the View Pull-Down Menu in the Actionbar, pick Event Types by clicking on it or use your mouse to click on the Event Types button in the toolbar.
- ◆ The Event Types window opens.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Description for an Event Type and click on the Post Edit button to save the record.

You have the option to determine whether or not to allow a certain number of days between booking the same Event Type.

Example: An antique show is booked for the first week in March. You have to decide if you want to have a different antique show in your center during the second week in March or if you want to wait at least 30 days until you allow the booking of an antique show again.

If you want ***FASTbook*** to check if the Event Type has been recently used press <TAB>.

- ◆ Enter the # of Days you want to pass before booking the same Event Type again. Press <TAB>.

Entering Privileged Event Types

Purpose: To provide a new Security level option that will allow a FASTbook User to setup User Level Security so that a group (i.e., Security Level) of FASTbook Users can be highly restricted from being able to view any event detail information that might provide the restricted group of FASTbook Users knowledge about the type or nature of certain events.

- ◆ Check all Event Types that you wish to have restricted from the view some of your security levels. Example: You want to restrict the view of concert information to some of your users.
- ◆ Click Privileged on all Event Types that you want to keep users from viewing. What the unprivileged viewers will see is event type displayed in.

Entering Private Event Types

Purpose: To provide an option that will allow the Event Name, and Client Name and Client Contact Name of an Event to remain hidden from all FASTbook Users other than the Supervisor and/or the FASTbook User who created the Event.

- ◆ Check all Event Types that you wish to have restricted from the view some of your security levels. Example: You want to restrict the view of concert information to some of your users.
- ◆ Click Privileged on all Event Types that you want to keep users from viewing. What the unprivileged viewers will see is event type displayed in.
- ◆ Press the SAVE button to save the record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to clear the screen and enter the next Event Type.
- ◆ Click on the Post Edit button to save last entry before exiting.



Rooms

NOTE: The Rooms setup window consists of three pages: The ROOM setup, the ROOM STYLE setup, and the ROOMS RATES setup window. The TABS on the bottom of the window allow for easy swapping between pages. Because the TAB for the page you are working on is always highlighted in the screen color, there will never be a doubt about what page you are working on.

TAB 1: Rooms and Groups of Rooms

The Rooms database allows you to enter all rooms within your facility, including room dimensions and layout details.

The Rooms database also allows you to combine several rooms that are already defined. These Room Groups can then be scheduled as one unit to eliminate the need to schedule every single room that is needed when making a reservation. Each Group can contain an unlimited number of Rooms.

Entering Rooms

Style Name	Capacity
Classroom	100
Cour. room	100
Multi-Sp	100

Click on the Rooms TAB on the bottom of the Rooms window.

The entry form changes to the Rooms screen.

Click on the INSERT button to clear the screen.

Type in the Room Name and press <TAB>.

Click on the ROOM radio button to define that you are setting up a room and press <TAB>.

Enter optional Dimensions, Square Footage, Max Capacity and Access Times and press <TAB>.

If you have multiple sites, pick the Location of the room from the pre- defined list and press <TAB>.

Enter optional Room Attributes. Example: Room has build in screen and overhead projector, Computer outlets 10 each, Balcony over looking city.

◆ Click on the checkbox to define if the room is a SHARED ROOM.



NOTE: By allowing the room to be shared by several events, you are able to double-book it for the same time frame. If the checkbox has an 'X' in it, then **FASTbook** does not check for booking conflicts. The SHARED ROOM feature is included to allow double booking of rooms such as foyers and eating establishments.

- ◆ Assign an Accounting Code (if applicable). Press <TAB>.

FASTbook will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.

- ◆ Choose Layout Styles from the predefined list by clicking on the Multi Select button at the bottom of the Style/Capacity column.
- ◆ Hold the control key down and select the room styles by clicking on each style that the room supports.
- ◆ Enter default capacity (if applicable). Press <OK>.
- ◆ Type in the total allowable Capacity for each particular Layout Style that is different than the default that you selected in Multi Select.
- ◆ To exit the table press the Post Edit button.
- ◆ Click on the Insert button to clear the screen and get ready for the next entry.



NOTE: Out of Service for a room: *FASTbook* allows you to take a room out of service for any reason. Example: When a room needs repair you can come to setup, select the room you want to put out of service, click on the Out of Service Checkbox and enter the start and end date that the room will be out of service. Always check to see that room is not already scheduled before taking it out of service.

- ◆ Click on the Post Edit button to save last entry before exiting.

Entering Groups Of Rooms

- ◆ Click on the Rooms TAB on the bottom of the Rooms window.
- ◆ The entry form changes to the Rooms screen.

Room Description

Name:

Created: 07/23/2002

Updated: 8/05/2002 12:09 PM

ROOM GROUP

Dimensions

L: W: H:

Total Floor Area: 995000

Max Allowable Occupancy: 35000

Location:

Room Attributes

Arena all includes bowl, seating & lobby

Information

Accounting Code:

Video Conferencing

Access Times

Start: End:

Styles/Capacity (7)

Style Name	Capacity
Basketball	150
Concert	700
Hockey	700
Theater	700
Banquet	325
Reception	325
Exhibits	0

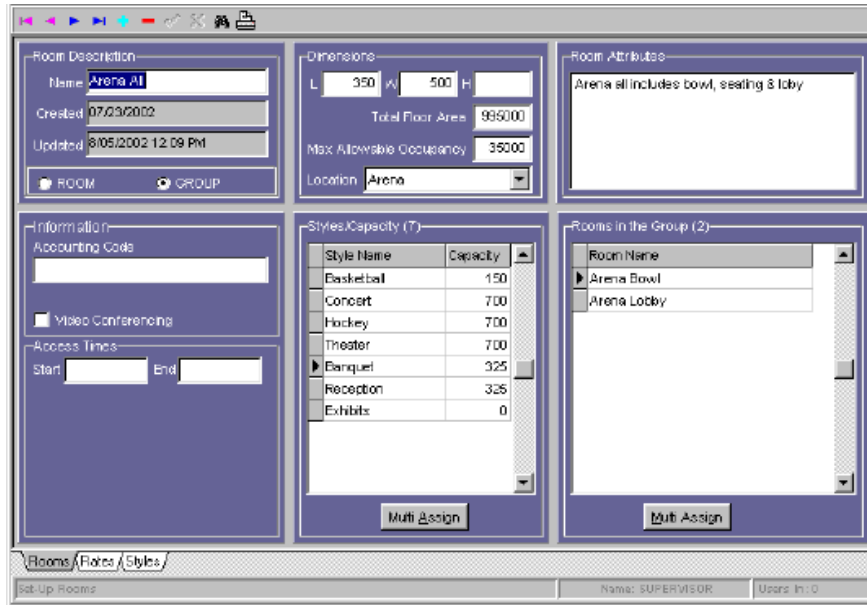
Rooms in the Group (2)

Room Name
Arena Bowl
Arena Lobby

Rooms / Rates / Styles /

Set Up Rooms Name: SUPERVISOR Users In: 0

- ◆ Click on the INSERT button to clear the screen
- ◆ Type in the Room Group Name and press <TAB>.
- ◆ If your center has multiple sites pick the Location of the group of rooms from the previously defined list.
- ◆ Click on the GROUP radio button to define that you are setting up a group.
- ◆ Enter the Length, Width, and Height of the group of rooms (if applicable).
- ◆ Press <TAB> after each entry.
- ◆ The earliest time the room group can be accessed is displayed if the rooms used for the group had Access Times attached.
- ◆ Assign an Accounting Code (if applicable). Press <TAB>.
- ◆ **FASTbook** will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.



Choose a Room to be part of the group from the predefined list by clicking on the Multi Select button at the bottom of the Rooms in the Group column.

- ◆ Hold the control key down and select the rooms that you want in the group by clicking on each one



NOTE: Once a group is setup, the system displays the total capacities for each specific Layout Style. These capacity figures are used by *FASTbook's* Room Search feature in the booking process.

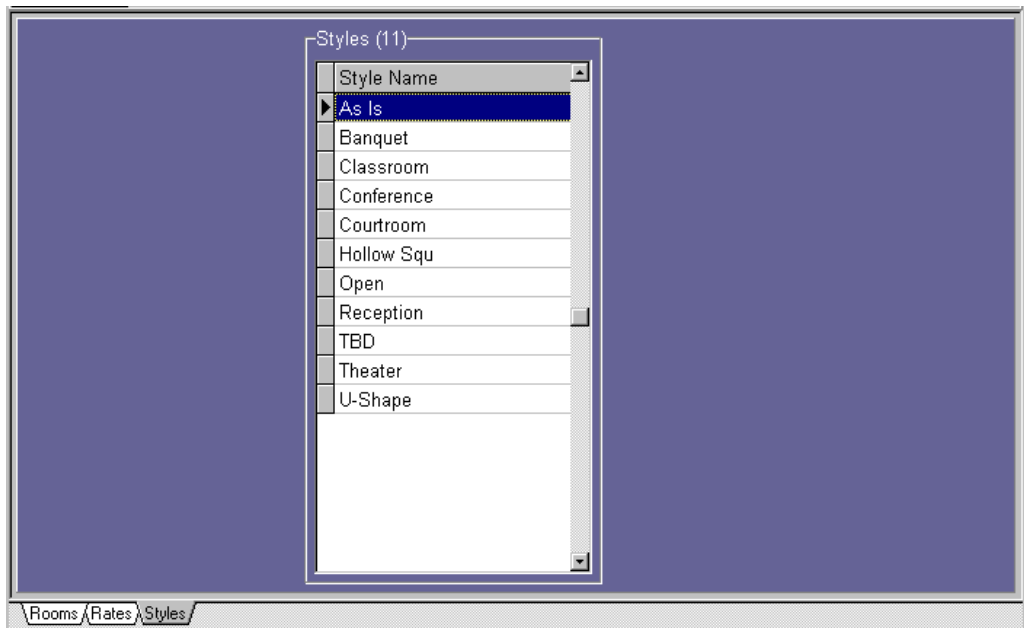
- ◆ To change capacities simply click on the Style Name in the Styles/Capacities section and press <TAB> to highlight the Capacity.
- ◆ Type in the new capacity and click on the SAVE button to save the change.
- ◆ Click on the INSERT button to clear the screen and get ready for the next entry.
- ◆ Click on the Post Edit button to save last entry before exiting.

TAB 2: Room Styles

Room Styles categorizes the possible seating and equipment configurations available for each room within your center.

Entering Room Styles

- ◆ Click on the Styles TAB on the bottom of the Rooms window.
- ◆ The entry form changes to the Room Styles screen.



- ◆ Click on the INSERT button to insert a new line into the table.
- ◆ Type in the Description for a style and click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to insert the next blank line into the table.
- ◆ Click on the Post Edit button to save last entry before exiting.

TAB 3: Room Rates

The Room Rates database enables you to set up all applicable rates you commonly charge for the use of your facility.

FASTbook allows for three different ways to set up rates:

1: Set up rates using predefined codes

- ◆ If the Code is setup as '**Daily Rate only**', the client will be charged the same amount, no matter how many hours the room is booked during a day.
- ◆ If the code is setup as '**Hourly & Daily Rate**', the client will be charged the hourly rate for eight hours (or how many hours are setup before the daily rate is used), then *FASTbook* starts charging the Daily Rate.
- ◆ If the Code is setup as '**Hourly Rate Only**', the client will be charged the same amount for each hour the room is in use.
- ◆ If the Code is setup as 'N/A (Does Not Apply)', the client will not be charged.

2: Set up a rate using first and second hour rate

3. Set up a rate using a minimum charge or a percentage of the fee charged at the gate.



NOTE: To set up a Room Rate, you have to choose one of the 3 options. The two remaining ones will be disabled as soon as you start entering data. If you change your mind and decide to setup the rate using another option, you have to delete the rates you entered. To deactivate the rate you had setup using the codes; choose "N/A (Does Not Apply)". The amounts will default to 'Zero'. Use your tab keys to move to the rate option group panel you want to use.

Entering Room Rates

- ◆ From the View Pull-Down Menu in the Action bar, pick Rooms by clicking on it or use your mouse to click on the Rooms button in the toolbar.
- ◆ The Rooms window opens with the page for Room Rates active.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in a Description for the rate you want to setup and press <TAB> to advance to the next field.
- ◆ Enter the year during which the rate will apply (if applicable). Press <TAB>.
- ◆ Type in the markup that will apply for the following years either in a percentage rate or in a flat amount (if applicable). Use whole numbers like 1, 5, or 20. Press <TAB>.
- ◆ Pick an option from the previously defined Billing Category table (if applicable). Press <TAB>.

If selecting the rate type Hourly & Daily (Option 1).

- ◆ Select a Code that identifies which rate (Daily, Hourly, Hourly & Daily, Daily or N/A) applies for Weekdays by clicking on the combo box and selecting a code. Press <TAB>.
- ◆ Repeat the above steps for both Weekends and Holidays.



NOTE: If you leave one of the three categories empty, (i.e. Holidays), the room charge on a Holiday will default to the previous level, either the weekend rate or if that is not specified either, to the weekday rate.

- ◆ Enter the number of hours to pass before you want to start charging the daily rate.



NOTE: The number listed here is the number of hours that *FASTbook* will bill an hourly rate for a room before it switches over to the daily rate. If you do not enter a number in the field, *FASTbook* will always use the daily rate.



NOTE: Every 45 minutes *FASTbook* starts charging the full hour rate. If an event starts at 8:00 and ends at 9:45, *FASTbook* will charge for 2 hours.

- ◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to clear the screen and get ready for the next entry.

If selecting the rate type First and Second Hour option (Option 2).

- ◆ Click with the mouse in the first field in the First and Second Hour rate section and enter the First Hourly Rate. Press <TAB>.
- ◆ Enter the Second Hourly Rate. Press <TAB>.
- ◆ Enter the # of Hours before *FASTbook* starts charging the Second Rate.

Example: The first hourly rate is \$100, the second hourly rate is \$ 50, the hours before using the second rate are set up for 3. *FASTbook* will charge \$100 per hour if an event is three hours or shorter. If the event takes place for more than 3 hours and 45 minutes, *FASTbook* starts charging the second hourly rate.

- ◆ Click on the checkbox if you want to add 1 & 2-hour rate together for the second hourly rate.
- ◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to clear the screen and get ready for the next entry.

If selecting the rate type Percentage from Charges at the Gate (Option 3).

- ◆ Click with the mouse in the first field in the Percentage Rate section to enter the Minimum Rate you will charge. Press <TAB>.
- ◆ Enter a percentage amount from the Gate charge. (Optional). Press <TAB>.
- ◆ Enter the Maximum Rate you will charge.
- ◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to clear the screen and get ready for the next entry.

If selecting the rate type Square Foot option (Option 4).

- ◆ Click with the mouse in the first field in the Square Foot section to enter the Minimum Rate you will charge. Press <TAB>.
- ◆ Enter cost per square foot. Press <TAB>.
- ◆ Enter the Maximum Rate you will charge.
- ◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

Vendors

The Vendors database enables you to enter personal information about each vendor doing business with your center. Supplier information is useful when



ordering, replacing, or renting equipment. Your meal Catering Companies would also be stored in this database.

Entering Vendors

- ◆ From the View Pull-Down Menu in the Actionbar, pick Vendors by clicking on it or use your mouse to click on the Vendors button in the toolbar.
- ◆ The Vendors window opens.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Name of the Vendor and press <TAB>.
- ◆ Type in the Business Hours. Press <TAB>.
- ◆ Click on the appropriate category in the radio button group to define the Type of Vendor. Categories are **Equipment**, **Labor**, **Caterer**, and **Other**.
- ◆ Enter Address 1, and Address 2. Press <TAB> after each entry.

Enter the City, State, and Zip. Press <TAB>after each entry.

- ◆ Enter the Name of the contact person. Press <TAB>.
- ◆ Enter the contact person's Phone Number. Press <TAB>.
- ◆ Enter the second contact persons name and phone number. Press <TAB> after each entry.

◆ Enter the FAX number for the Vendor. Press <TAB>.

◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

◆ Click on the INSERT button to clear the screen and enter the next Vendor.

◆ Click on the Post Edit button to save last entry before exiting.



Equipment

The Equipment database allows you to enter all equipment that your center supplies. It keeps track of all equipment in use, as well as equipment available for scheduling.

The Equipment Package database enables you to combine several pieces of equipment into comprehensive packages. These packages can then be

scheduled as a single unit for a specific room, eliminating the need to list every piece of required equipment separately.

Entering Equipment

◆ From the View Pull-Down Menu in the Actionbar, pick Equipment by clicking on it or use your mouse to click on the Equipment button in the toolbar.

◆ The Equipment window opens.

◆ Click on the INSERT button to clear the screen.

◆ Type in the Description for the piece of equipment and press <TAB>.

◆ If you have multiple sites enter the location for the piece of equipment. Press <TAB>.

◆ Click on the radio button for Equipment. Press <TAB>.

◆ Enter the Accounting Code and press <TAB>.

- ◆ Enter the Unit Type. Press <TAB>.
 - ◆ Enter the Unit Cost. Press <TAB>.
 - ◆ Enter the total Quantity that is available and press <TAB>.
 - ◆ Type in the minimum of the equipment unit supplied for a booking.
Press <TAB>.
 - ◆ Enter the Replacement Charge. Press <TAB>.
 - ◆ Select the Type of Equipment by clicking on the appropriate radio button.
You can choose from Audio Visual, Furniture, and Other. Press <TAB>.
- FASTbook*** will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.
- ◆ To assign the appropriate rates, click on the Multi Assign button at the bottom of the rates box.
 - ◆ While holding the <CTRL> key down, click on the Client Categories that are appropriate.

- ◆ Assign a Rental Charge in the Default Charge table, click on OK.
- ◆ To exit the table and highlight the first field, press <ENTER>.
- ◆ Click on the Post Edit button to save last entry before exiting.

Entering Equipment Packages

- ◆ From the View Pull-Down Menu in the Actionbar pick Equipment by clicking on it or use your mouse to click on the Equipment button in the toolbar.
- ◆ The Equipment window opens.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Description for an equipment package and press <TAB>.
- ◆ Click on the radio button for Equipment Package. Press <TAB>.



NOTE: *FASTbook* defaults to Equipment. Once you activate the

Equipment Package button, only the Equipment Items table at the bottom of the screen is active. After saving the record as a Package, it cannot be changed.

- ◆ If you have multiple Locations, enter the location for the Equipment Package. Press <TAB>.
- ◆ Select the Type of Equipment by clicking on the appropriate radio button. You can choose from Audio Visual, Furniture, and Other. Press <TAB>.

FASTbook will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.

- ◆ To assign pieces of equipment to a Equipment Package select Equipment Items from the predefined Equipment database by clicking on the Multi-Assign button at the bottom of the Equipment Items column.
- ◆ While holding the <CTRL> key down, click on the Equipment Items that are needed for the package.

- ◆ Enter the total number of equipment units to be included in the package, then click OK. .
- ◆ To exit the table and return to the first field, press <ENTER>.
- ◆ Click on the Post Edit button to save last entry before exiting.

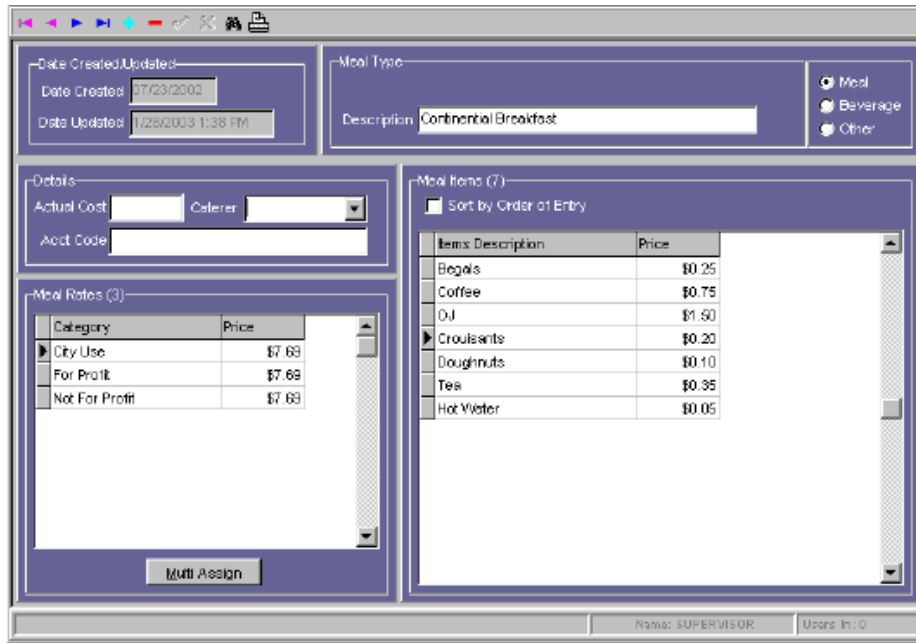


Meals

The Meals database allows you to setup catering menus that can be schedule for any event requiring meals. The database stores common meal packages that your center offers. Create as many Meal Menus as desired. Using different Client Categories, ***FASTbook*** allows for charging different rates for the same meal.

Entering Meals

- ◆ From the View Pull-Down Menu in the Actionbar pick Meals by clicking on it or use your mouse to click on the Meals button in the toolbar.
- ◆ The Meals window opens.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Description for a meal and press <TAB>.
- ◆ Select if the record you are setting up is a Meal, a Beverage, or Other by clicking on the appropriate Radio button.
- ◆ Type in the Actual Cost (the price you are charged) for the meal. Press <TAB>.
- ◆ Type in the Accounting Code. Press <TAB>.
- ◆ Select the name of the Caterer from the combo list previously setup in Vendor Setup (if applicable). Press <TAB>.



FASTbook will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.

- ◆ To assign the appropriate rates, click on the Multi Assign button at the bottom of the rates box.
- ◆ While holding the <CTRL> key down, click on the Bill Categories that are appropriate.
- ◆ Type in the price you charge in the Default Charge table, click on OK.
- ◆ If the price you charge for each Billing Category is different than the default charge you can make the changes now. Press <TAB>.
- ◆ Click in the Meal items table or press <ENTER> from the Billing Category table.
- ◆ Type in the first menu item and press <TAB>.
- ◆ Type in the Cost for that menu item (if applicable). Press <TAB>.
- ◆ Type in the second item that is supplied with the meal. Press <TAB>.
- ◆ Type in the cost for the second item (if applicable) and press <TAB>.

- ◆ Repeat above steps to enter additional items as required. Press <ENTER> when you have entered all meal items.
- ◆ Click on the INSERT button to clear the screen and enter the next Meal.
- ◆ Click on the Post Edit button to save last entry before exiting.

Labor



NOTE: The Labor setup window consists of two pages: The Labor Rates setup and the Employee setup. The TABS on the bottom of the window allow

for easy swapping between pages and because the TAB for the page you are

working on is always highlighted in the screen color there will never be a doubt about what page you are working on.

TAB 1: Labor Rates

The Labor Rates database enables you to set up individual positions that your center employees, and to enter the applicable compensation schedule for each position.

Entering Labor Rates

- ◆ From the View Pull-Down Menu in the Actionbar pick Labor by clicking on it or use your mouse to click on the Labor button in the toolbar.
- ◆ The Labor window opens with the page for Labor Rates active.
- ◆ Click on the INSERT button to clear the screen.
- ◆ Type in the Description for a position and press <TAB>.
- ◆ Type in the Minimum Shift Hours for that position. Press <TAB>.

Type in the various rates and gratuities that apply for the position. Press <TAB> or <ENTER> to advance after completing a field.

- ◆ Leave fields that do not apply blank, by either entering '0' or pressing <TAB> or <ENTER>.
- ◆ Click on the SAVE button to save your new record.

FASTbook will now stamp this record with the date and time created and updated for easy tracking and later reference.

- ◆ Click on the INSERT button to clear the screen and enter the next Position and Rate.
- ◆ Double-click on the System-Menu-Icon or choose Close from the menu that drops down if you click on the System-Menu-Icon once to exit Labor.



Ticklers

The Ticklers database allows you to setup and maintain an activity register that incorporates event related tasks in a chronological order. Each register can then be attached to a specific event, which then enables the system to notify

responsible parties (authorized users), when each task becomes due.

Ticklers assist you in keeping track of all the tasks associated with a particular event. They serve as reminders of activities that must take place prior to, during, and after an event.

Ticklers can only be modified using this screen. Actions and Days away cannot be modified when a Tickler is created for an event.

Days away is specified as follows:

- The event Start Date is always '0'.
- Activities prior to the event are entered with a minus (-).
- Activities during the event are entered as 0.
- Activities past the event date are entered as normal positive numbers.

Entering Ticklers

- ◆ From the View Pull-Down Menu in the Actionbar, pick Ticklers by clicking on it or use your mouse to click on the Ticklers button in the toolbar.
- ◆ The Ticklers window opens.
- ◆ Click on the INSERT button to clear the screen.

The screenshot shows a software window titled "Ticklers (5)". At the top, there are two sections: "Date Created/Updated" with fields for "Created" (07/23/2002) and "Updated" (07/24/2002 8:43 AM), and "Tickler Type" with a "Description" field containing "Event Tickler" and a checked checkbox for "Create Tickler Automatically for New Events". Below this is a table with the following data:

Action	Base Date On	Days Away	Person Assigned
Call Catering	Start Date	-14	GEORGE
Check Ins.	Start Date	-14	SUPERVISOR
Assign Labor	Start Date	-10	KEITH
Call Operations	Start Date	-7	JIM
Send Contract	Date Created	10	BILL

At the bottom of the window, there is a status bar with "Set Up Ticklers" on the left, "Name: SUPERVISOR" in the middle, and "Users In: 0" on the right.

- ◆ Type in the Description for a Tickler and press <TAB>.

If you want this tickler to set automatically every time you create a new event Check the “Create Tickler Automatically for New Event” check box.

FASTbook will now save the record and stamp it with the date and time created and updated for easy tracking and later reference.

- ◆ Type in the first action associated with the tickler. Press <TAB>.



NOTE: Actions preceding an event are entered as negative numbers (e.g. '-30'), the actual event is entered as a '0', and actions following the event are entered as positive numbers (e.g. '15'), if you choose to calculate from the Event Start or End Date.

If the Date the Event was created is selected, all numbers have to be positive.

- ◆ Enter the number of days the action is away from the event. Press <TAB>.

- ◆ Pick the Name (Login Name) of the employee responsible for the particular action from the previously defined list and press <TAB>.



NOTE: You have the option to calculate the due dates from either the **Event Start Date**, the **Event End Date**, the **Date the Event was Created** or the **Date Tickler was Created**. Those four options are hard- coded into **FASTbook**.

- ◆ Pick the Base Date you want the Due Date to be calculated with from the three options in the drop-down list and press <TAB>.

- ◆ Repeat the above steps to continue setting up the Tickler.

- ◆ Click on the INSERT button to clear the screen and enter the next Tickler.

- ◆ Click on the Post Edit button to save last entry before exiting.



Holidays

The Holidays database enables you to setup and keep track of all Holidays that apply to your facility.

Entering Holidays

- ◆ From the View Pull-Down Menu in the Actionbar pick Holidays by clicking on it or use your mouse to click on the Holiday button in the toolbar.
- ◆ The Holidays window opens.
- ◆ Click on the INSERT button or press the Insert button on your keyboard to insert a new line into the Holidays table.
- ◆ Type the Name of the Holiday into the description field.

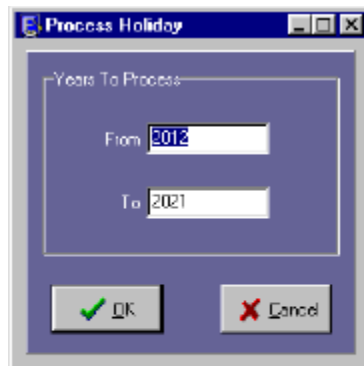
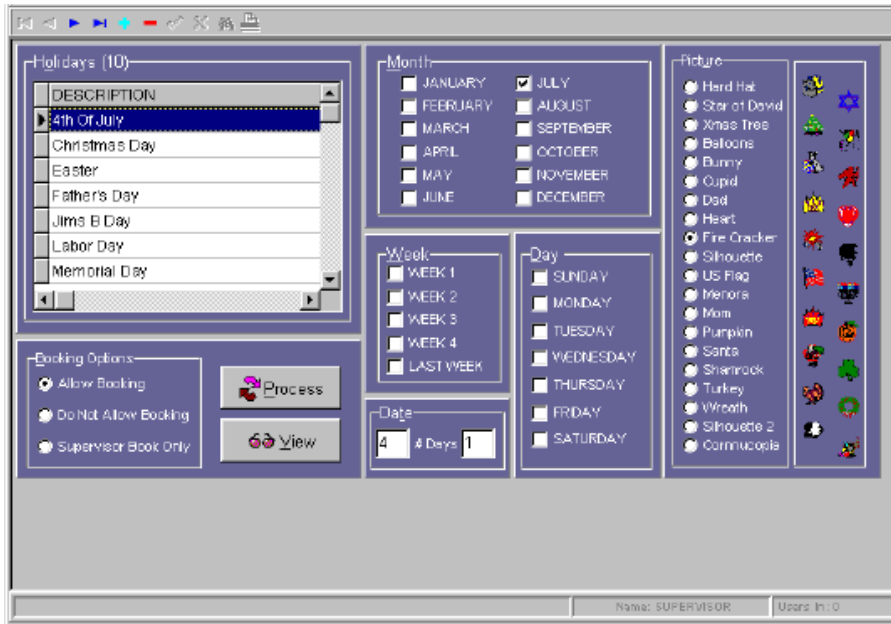
If the Holiday is always on the same date in the same month, like New Years Day, click on the Months (January) and then enter the appropriate Date in the Date section (01).

- ◆ Define whether or not to allow bookings for that Holiday by clicking on the appropriate Radio button.

NOTE: If you don't define the booking option, *FASTbook* will default to 'Do not allow booking'.



- ◆ Click on the Process button.

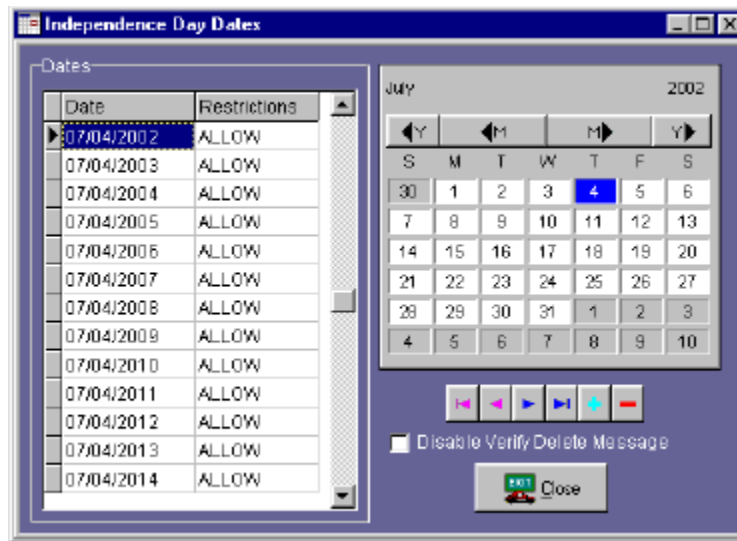


A screen will pop up, allowing you to process the holiday until the year you define. The default is set for 10 years ahead.

- ◆ Change the 'To' year if necessary.
- ◆ Click the OK button.

The holiday is now being processed for the specified years.

- ◆ Click on the VIEW button to review the different days in the week the holiday is going to take place in upcoming years. This screen will also show you if bookings are allowed.



The button group on the right side lets you get to the first and last record quickly without scrolling and delete holidays from the list line by line.

- ◆ On the right side is a small calendar with the holiday you just have just setup, highlighted.
- ◆ Click on a different day and you will see that the holiday has a different color than the other days.

The red color tells you that there are no bookings allowed for that day.

The blue color shows that only the Supervisor is allowed to book for that day.

The green color indicates that booking is allowed on the holiday.

- ◆ Press the Close button to return to the Holiday screen.

If the Holiday is always on the same weekday in the same month, like Thanksgiving, click on the Month (November), then click on the Week (Last

Week), and then click on the Day (Thursday). Define if bookings are allowed on that day.

NOTE: If you don't define the booking option, *FASTbook* will default to 'Do not allow booking'.

- ◆ Click the Process button.

A screen will pop up, allowing you to process the holiday until the year you define. The default is set for 10 years ahead. Change the 'To' year if necessary.

- ◆ Press the OK button.

The holiday is now being processed for the years you specified.

- ◆ To view the days in the week the holiday going to take place in upcoming years and to see if bookings are allowed, press on the VIEW button.
- ◆ Press the Close button to return to the Holiday screen.
- ◆ Click on the INSERT button to insert the next blank line into the Holiday table.
- ◆ By clicking the INSERT button or by moving the cursor to a blank line using the keyboard's arrows, the holiday is automatically saved.

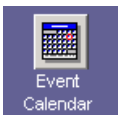
But, if you just enter one holiday and then exit the Holiday setup screen, you have to press the SAVE button in the *FASTbook's* toolbox.

- ◆ Click on the Post Edit button to save last entry before exiting.

Notes

Chapter 3: Functionality

How to setup and use the Calendar



The Monthly Calendar is **FASTbook's** default desktop. It displays an entire month at one time. The buttons in the tool bar allow you to open other modules such as Event Detail, Time lines, FASTbooking, Reports, Messaging, Expired Items and Setup. The buttons above the calendar change the displayed date. In the table on the bottom of the screen you can view all scheduled events for the currently highlighted date. This is one way of viewing schedule availability.

FASTbook 5.0
File View Filters Settings Help

December 21, 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 International Tournament New Event Chris Month Event Test holiday test YAT3B	2 New Event Second Tickler Test Test Ticklers Complete About To Expire holiday test Chris Month Event Test	3 New Event Newly Booked Event V holiday test Chris Month Event Test holiday test	4 New Event Newly Newly Booked E Past Due About To Expire II Christmas Tree Auction holiday test	5 About To Expire II New Event Christmas Tree Auction holiday test Chris Month Event Test holiday test	6 New Event Christmas Tree Auction holiday test Chris Month Event Test holiday test	7 New Event Christmas Tree Auction holiday test Chris Month Event Test holiday test
8 New Event holiday test Chris Month Event Test holiday test YAT3B	9 New Event holiday test Chris Month Event Test New Event YAT3B	10 New Event holiday test Chris Month Event Test New Event YAT3B	11 New Event holiday test Chris Month Event Test New Event YAT3B	12 Big Event Meals Event Meals Two New Event CSC Nurses Planning Cancelled Event	13 New Event Resource Test Room Test II Test Resource Test II holiday test	14 New Event Payment Report Test Resource Report Room Test II holiday test Chris Month Event Test
15 New Event holiday test Chris Month Event Test holiday test YAT3B	16 New Event Test Ticklers Complete holiday test Chris Month Event Test New Event YAT3B	17 New Event holiday test Chris Month Event Test New Event YAT3B	18 Henry Ford New Event Second Month Test holiday test Chris Month Event Test New Event	19 New Event holiday test Chris Month Event Test New Event YAT3B	20 New Event holiday test Chris Month Event Test New Event YAT3B	21 New Event holiday test Chris Month Event Test New Event YAT3B
22 New Event holiday test Chris Month Event Test New Event YAT3B	23 New Event holiday test Chris Month Event Test New Event YAT3B	24 New Event holiday test/booking test Chris Month Event Test New Event YAT3B	25 New Event Chris Month Event Test New Event YAT3B	26 New Event holiday test/booking test Chris Month Event Test New Event YAT3B	27 New Event Chris Month Event Test New Event YAT3B	28 New Event Third Month test Chris Month Event Test New Event YAT3B
29 New Event Chris Month Event Test New Event YAT3B	30 New Event Chris Month Event Test New Event YAT3B	31 New Event Chris Month Event Test New Event YAT3B	1	2	3	4
5	6	7	8	9	10	11

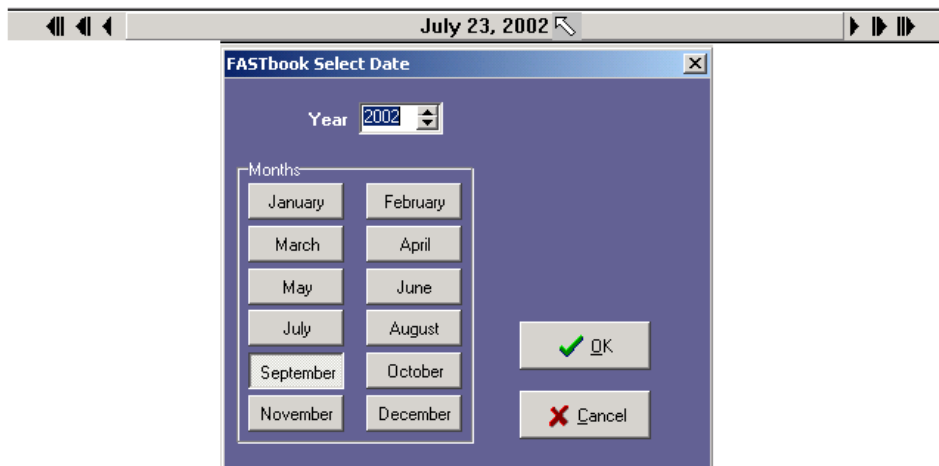
Ev Nbr	Event Name	Room	Event Type	Status	Style	Eq	MI	Lb	Notes	Show S	Show E
6047	New Event	Green Room	Comp Seni Firm							08:00 AM	05:00 PM
6126	holiday test	Ballroom A	Concert	2nd Tent						08:00 AM	05:00 PM
5948	Chris Month Event Test	RM C	Basketball	3rd Tent						08:00 AM	05:00 PM
6112	Month test	Equipment Rental	Miscellaneous	IBC-Tent						08:00 AM	05:00 PM
5981	YAT3B	LJW Courtyard	Comp Seni Holds							08:00 AM	05:00 PM
5981	YAT3B	Kitchen	Comp Seni Holds							08:00 AM	05:00 PM
5981	YAT3B	Loading Dock	Comp Seni Holds							08:00 AM	05:00 PM

◆ To display the previous year, month, or day use the arrow buttons located on the left side of the date in the toolbar. The previous year button is the farthest button to the left with two solid bars and the arrow pointing to the left. The previous month button shows a solid bar and an arrow pointing to the left. The previous day button has one arrow pointing to the left. You only need to click on the button once for it to execute.



◆ To advance a day, a month, or a year click once on the arrow buttons located to the right side of the date in the toolbar. The next day button has one arrow pointing to the right. The next month button shows a solid bar and an arrow pointing to the right. The next year button has two solid bars and the arrow pointing to the right.

◆ To quickly move to another month and year click on the long button which displays the currently highlighted date. This is a 'Go To' button, and pressing it will cause a pop up screen to appear where you can select the month and year you want to display in the calendar.



When the calendar first opens, the current date is always highlighted in the Windows highlight color and displayed in the toolbar at the top of the screen. (You can easily change the highlight color in Calendar options, calendar options can be found by doing a right mouse click at the calendar.)

FASTbook 5.0
File View Tools Reports Help

July 23, 2002

Event Detail
Time Lines
FASTbooking
Reports
Messages
Expired Items
Setup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Taco Mania	2 Tigers Practice	3 Tigers Practice City Police Testing	4 Tigers Practice	5 Gilbert School Board M	6
7 St. Mary Worship Serv	8	9 Tigers Practice	10 Tigers Practice City Police Testing	11 Tigers Practice	12	13 Cheri Live in Concert
14 Cheri Live in Concert St. Mary Worship Serv	15 Seniors Dance	16 East Valley Home Own Tigers Practice	17 Tigers Practice City Police Testing	18 Tigers Practice	19 American Rod & Custor	20 American Rod & Custor AC/DC in Concert
21 American Rod & Custor St. Mary Worship Serv	22 Tom Farly Live	23 Dodge Trucks Thunderbird University Tigers Practice Seniors Dance	24 Burrito Mania Tigers Practice TostadolMania	25 RV Show Tigers Practice	26 Kite Kingdom RV Show Poly Cross Fund Raise Micro Computer Show	27 Kite Kingdom RV Show Gil Homes in Concert Micro Computer Show
28 Kite Kingdom Mary Frank in Concert RV Show St. Mary Worship Serv Micro Computer Show	29 Seniors Dance Micro Computer Show	30 Thunderbird Univer Tigers Practice			2	3
4	5	6			9	10

Ev Nbr	Event Name	Room	Event Type	Status	Style	Eq	MI	Lb	Notes	Show-S	Show-E
4	Thunderbird University	Ballroom B	Conference	Firm	Classroom					8:00 AM	5:00 PM
2	Dodge Trucks	Ballroom A	Trade Show	Firm						8:00 AM	5:00 PM
7	Tigers Practice	Arena Bowl	Sports	Tentative	Basketball					8:00 AM	5:00 PM
9	Seniors Dance	Room A	Meeting	Hold 2						8:00 AM	5:00 PM

Each daycell contains various lines of text, the number lines displayed depends on the size of the calendar. The Calendar displays the Event names or event types for all the Events booked on that day, and the information is arranged by status and order of entry. A summary of details for each event is listed in the table at the bottom of the screen. Event Number, Event Name, Room name, Event Type, Status, Start Time, End Time, (or optionally Show start time and Show end time) and Setup Style are listed. The resources like Equipment, Meals, Labor and Notes, if assigned, will have small checkmarks in the checkboxes. If notes exist for the event, they will be designated with a notepad icon in the box.

Days that have more than three different events are marked with the total number of events on the left side of the daycell.

You can view the additional events not displayed on the calendar by highlighting the day and looking in the table at the bottom of the screen.

Ev Nbr	Event Name	Room	Event Type	Status	Style	Eq	MI	Lb	Notes	Show-S	Show-E
6047	New Event	Green Room	Comp Servi	Firm						08:00 AM	05:00 PM
6210	Newly Booked Event	San Joaquin B/C/D	Meetings	Firm		✓	✓	✓			
6126	holiday test	Ballroom A	Concert	2nd Tent						08:00 AM	05:00 PM
5948	Chris Month Event Test	RM C	Basketball	3rd Tent						08:00 AM	05:00 PM
6112	Month test	Equipment Rental	Miscellaneous	IBC-Tent						08:00 AM	05:00 PM
5981	YAT3B	LJW Courtyard	Comp Servi	Holds						08:00 AM	05:00 PM
5981	YAT3B	Kitchen	Comp Servi	Holds						08:00 AM	05:00 PM
5981	YAT3B	Loading Dock	Comp Servi	Holds						08:00 AM	05:00 PM

To view information about events on a particular day, click anywhere in a day cell. The color in the day cell will change to the highlight color. The date in the toolbar will change, and the details of the Event in the table at the bottom of the screen will change to the information for the day you selected.

You can also use the right and left arrows on your keyboard to advance or recede one day. Pressing the up or down arrow will highlight the same day in the previous or next week.

From Calendar you have the option to quickly open the Event Detail module, the Timeline module, the Fastbooking module, the Reports module, the Messages module, the Expired Items Module, and the Setup module by using the buttons in the toolbar on the left side of the screen.



The Event Detail module can also be opened by doubleclicking on one of the events in the table at the bottom of the screen.

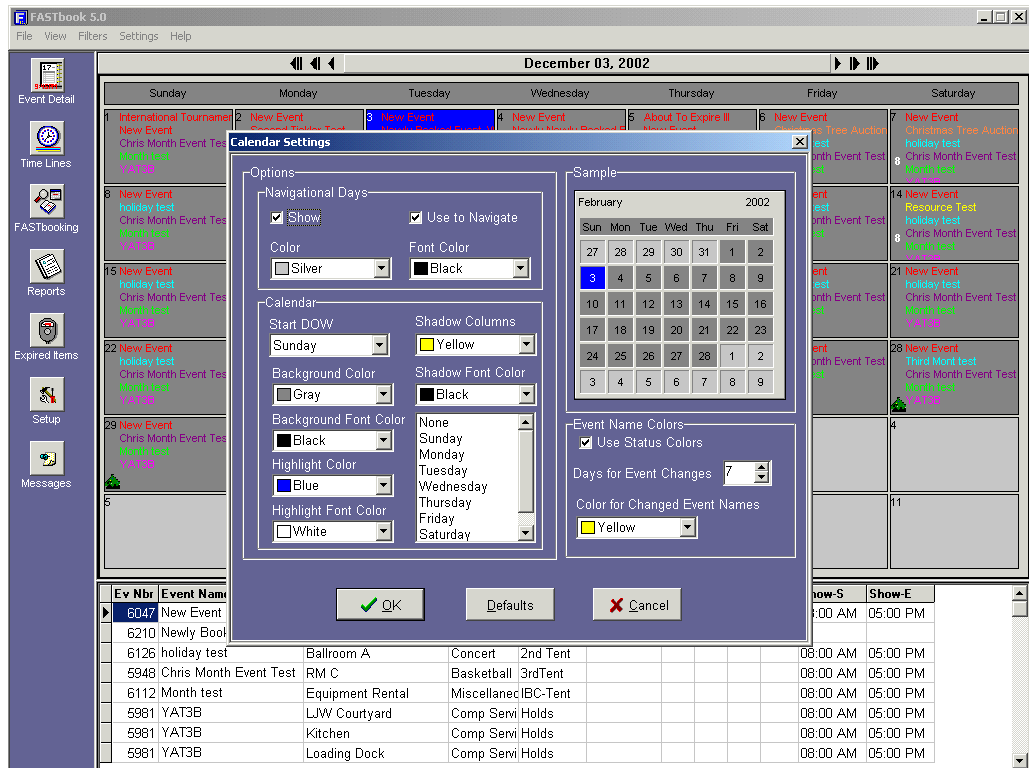
The screenshot shows the FASTbook 5.0 interface. At the top, it displays 'January 03, 2003' and 'Christmas Break'. The main area is a calendar grid with events listed for each day. Below the calendar is a table with the following columns: Ev Nbr, Event Name, Room, Event Type, Status, Style, Eq, MI, Lb, Notes, Show-S, and Show-E.

Ev Nbr	Event Name	Room	Event Type	Status	Style	Eq	MI	Lb	Notes	Show-S	Show-E
6047	New Event	Green Room	Comp Servi Firm							08:00 AM	05:00 PM
5948	Chris Month Event Test	RM C	Basketball	3rdTent						08:00 AM	05:00 PM
6113	Month test	Equipment Rental	Miscellaneous	IBC-Tent						08:00 AM	05:00 PM
5981	YAT3B	LJW Courtyard	Comp Servi	Holds						08:00 AM	05:00 PM
5981	YAT3B	Kitchen	Comp Servi	Holds						08:00 AM	05:00 PM
5981	YAT3B	Loading Dock	Comp Servi	Holds						08:00 AM	05:00 PM



NOTE: Calendar options allow you to customize your calendar

- ◆ With calendar open, do a right mouse click to view drop down box.
- ◆ Select Calendar Options by clicking on it. The Calendar Options box will open showing the default Calendar settings.



Set Navigational Days by turning on or off the check boxes, you will see the change displayed on the calendar in the background.

You can set Dark Days, (Days that you don't schedule events).

- ◆ Click on the day you wish to shadow and the color you wish to use.
- ◆ Make any other color changes you wish to make on your calendar.
- ◆ Click on the OK button to save and return to the calendar.



NOTE: To Resize your Calendar so that you can see all of your Events at the bottom:

- ◆ Using your pointer, grab the base of your calendar and move up or down or click on your right mouse button to select Splitter Position.
- ◆ Increasing the number will increase the size of the calendar and decreasing the number will decrease the size of the calendar.

On some daycells you may see a small image. It is a symbol for a holiday that is setup for your center. If you click in the daycell that contains the symbol, the name

of the holiday will be displayed in the toolbar below the date, right next to the image.



How to use the Time Lines

Daily Time Lines

◆ To get more detailed information about your center's status for a given day click on the day in the calendar that you would like to view and then click the Timelines button on the side toolbar. A pop up window will appear giving you different timeline options. To view information about a day's events, click on the daily timeline button.



NOTE: You can view any one of the time lines by highlighting a day cell in the Calendar and then right clicking with your mouse. The menu will appear and display an option for each one of the time lines. Click on the one you want to view and it will take you directly to it.

◆ To get more detailed information about your center's room status for a month open the monthly Room Timeline by pressing on its button.

◆ To get more detailed information about your center's event bookings for a month open the month you want to view in the calendar and then open the monthly Event Timeline by pressing on its button.

◆ To get more detailed information about your center's resource bookings (like Equipment and Meals) for a day make that day your current one and then open the Resource Timelines by pressing on the button.

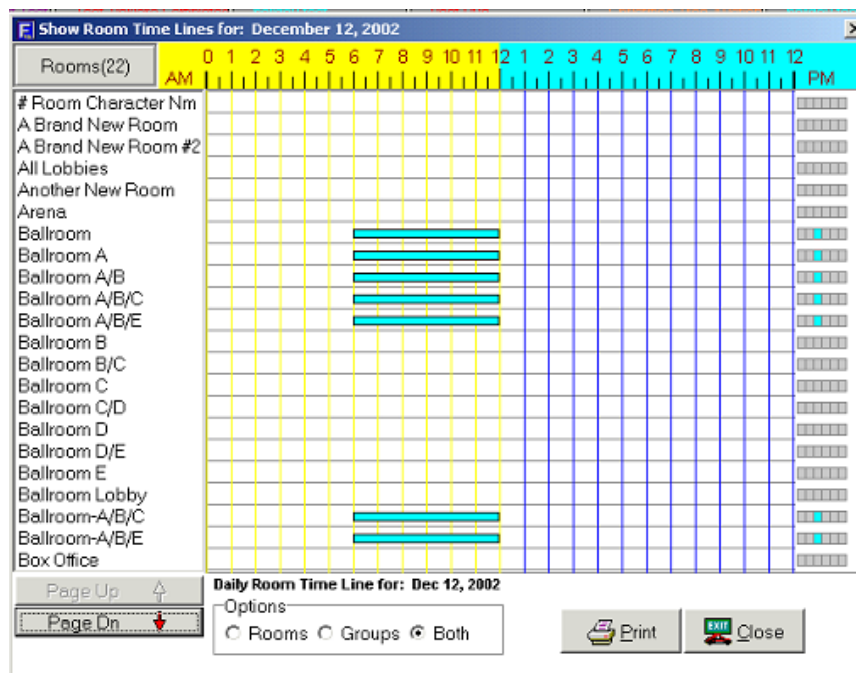
- ◆ To exit choose Close at the bottom to the pop up window.
- ◆ To Exit **FASTbook** go to file on the menubar, choose Exit from the menu that drops down.
- ◆ Choose Minimize from the title bar to minimize **FASTbook** for later use.

Daily Timeline for Rooms



The Daily Timeline is a graphical display of your center's bookings for one day.

24 hours are displayed at the top of the window next to the room count area. All the facilities rooms and room groups are listed in alphabetical order on the left side.



Use the Page Up and Page Down buttons to scroll within the room name table if the facility has more rooms than can be displayed in one screen.

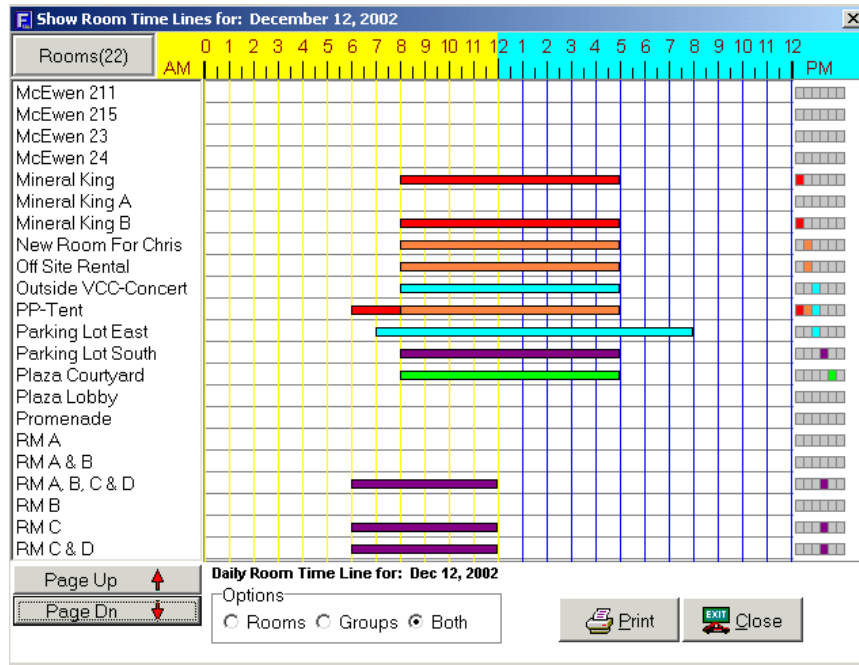
The timelines are displayed in a grid that shows every hour in the day. The morning hours (AM) are yellow, the evening hours (PM) are lightblue.

Timelines can appear in 6 different colors, if your center uses 6 statuses. The colors are user defined and you can look up their meaning in the setup module under Center Profile in the Status tab.

If you allowed time for setup and teardown of a room, you will see those times displayed at the beginning and end of each timeline as a shaded area.

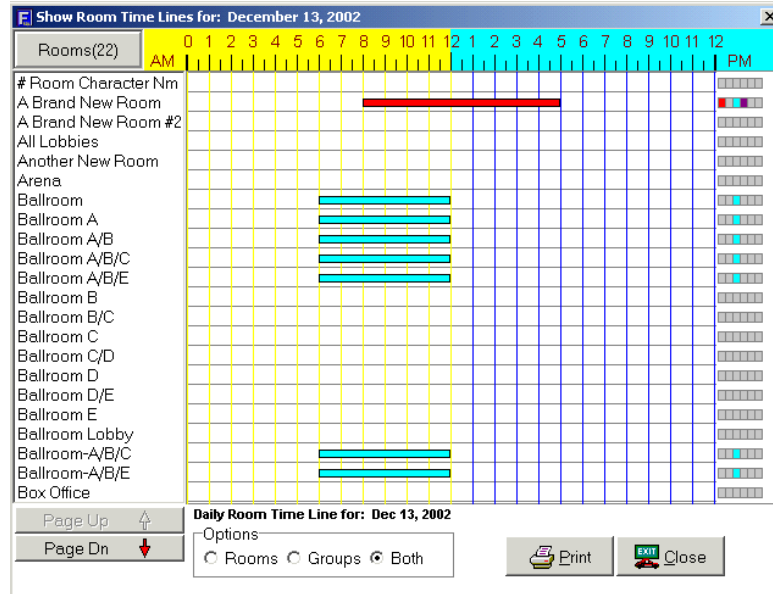


Bubble Help appears when the mouse pointer passes over a timeline. It contains the Event Name, and its Start and End Time.



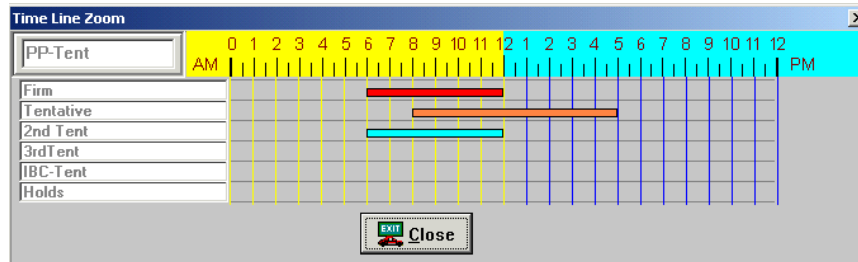
The small color display on the right side of the screen, shows which colors (statuses) are used for each room.

Example: A room has a firm booking from 08:00 A.M. to 01:00 P.M. (red time line), and a tentative booking from 01:00 P.M. to 04:00 P.M. (blue timeline). But the indicator on the right side shows 3 different colors. You know that there has to be a third event booked for the room with a lower status.



◆ Doubleclick on the room name you want to examine closer.

A Timeline zoom screen pops up showing you all timelines for the room you doubleclicked on.



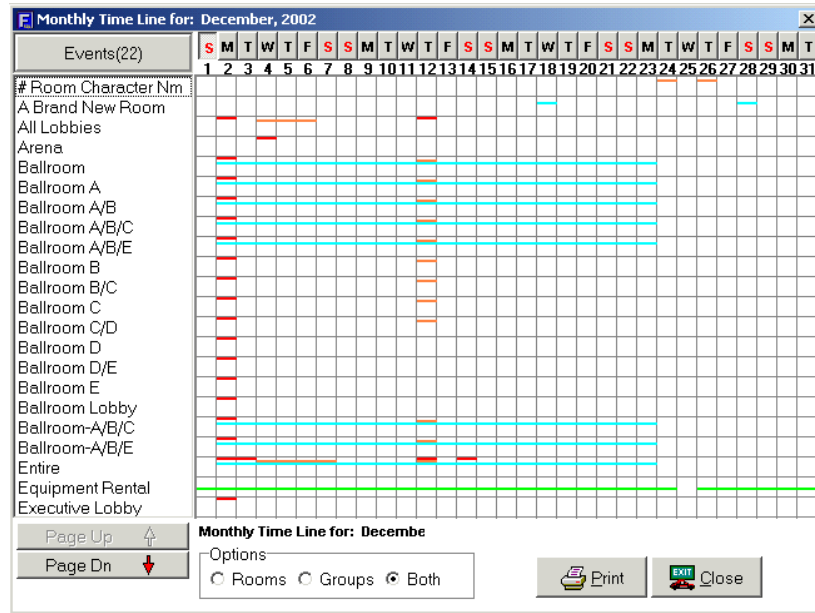
The room name is displayed in the left top part of the screen followed by the 24hour timeline. All statuses are listed in the table along the left side, and the appropriate timelines are shown in the grid. This zoom screen is necessary to display all overlapping timelines.

◆ Click on the Close button to return to the daily timeline for rooms.

Monthly Timeline for Rooms



The Monthly Time line for Rooms is a graphical display of your center's bookings for one entire month.



The days of the month are displayed at the top next to the room count area. All rooms for the facility are listed in alphabetical order on the left side.

Use the Page Up and Page Down buttons to scroll within the room name table if the facility has more rooms than can be displayed in one screen.

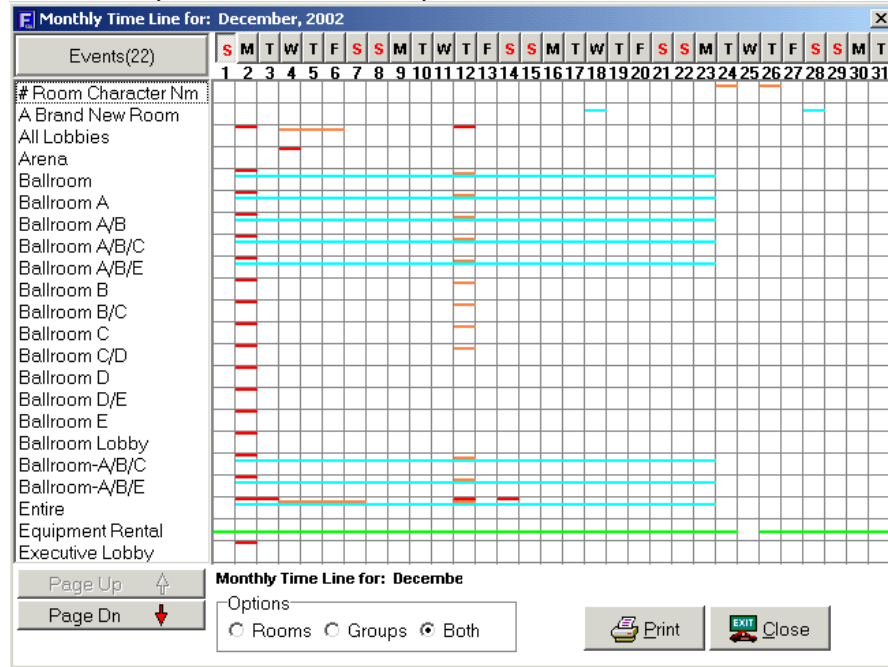
The timelines are displayed in a grid that shows every day in the month. Saturday and Sunday are always displayed with a red color, the weekdays are black.



NOTE: The red marked days are not the weekend days you might have setup in Center Profile. If you have Friday setup as a weekend day, it will not be shown in red color in the Timeline.

Just like in the daily timeline screen, the monthly timelines can appear in 6 different colors, if your center uses all 6 statuses. The colors are user defined and you can look up their meaning in the setup module under Center Profile in the Status tab.

Because all statuses are always visible (they don't overlap) you get an instant overview of your center's availability.



If you wish to see a complete overview for specific rooms and days you need to:

- ◆ Click on the day you wish to examine closer.
- ◆ Doubleclick on the room name you want to inspect.



A Timeline zoom screen pops up showing you all timelines for the room on the day you clicked on.

The room name is displayed in the left top part of the screen followed by the 24 hour timeline. All statuses are listed in the table along the left side, and the

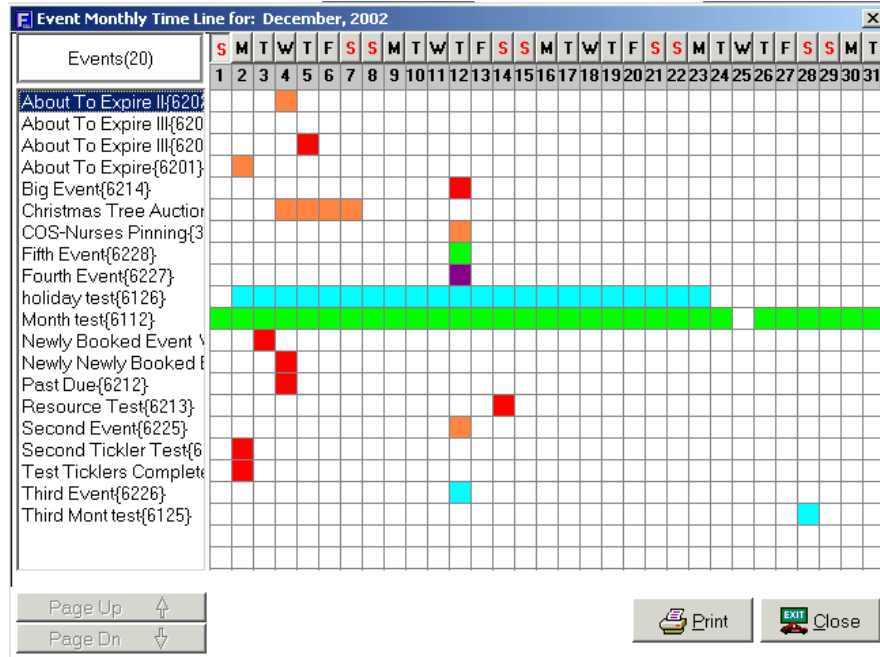
appropriate timelines are shown in the grid. Since the monthly timeline can become quite overwhelming, the zoom gives you a much more calm overview.

- ◆ Click on the Close button to return to the monthly timeline for rooms.



Monthly Event Timeline

The Event Monthly Timeline is a graphical display of your center's bookings for one entire month. Displayed are all events happening throughout a month. You can easily observe the duration of an event and its status.



The days of the month are displayed at the top, next to the event count area. All event bookings for the month active in the calendar are listed in alphabetical order on the left side.

Use the Page Up and Page Down buttons to scroll within the room name table if the facility has more rooms than can be displayed in one screen.

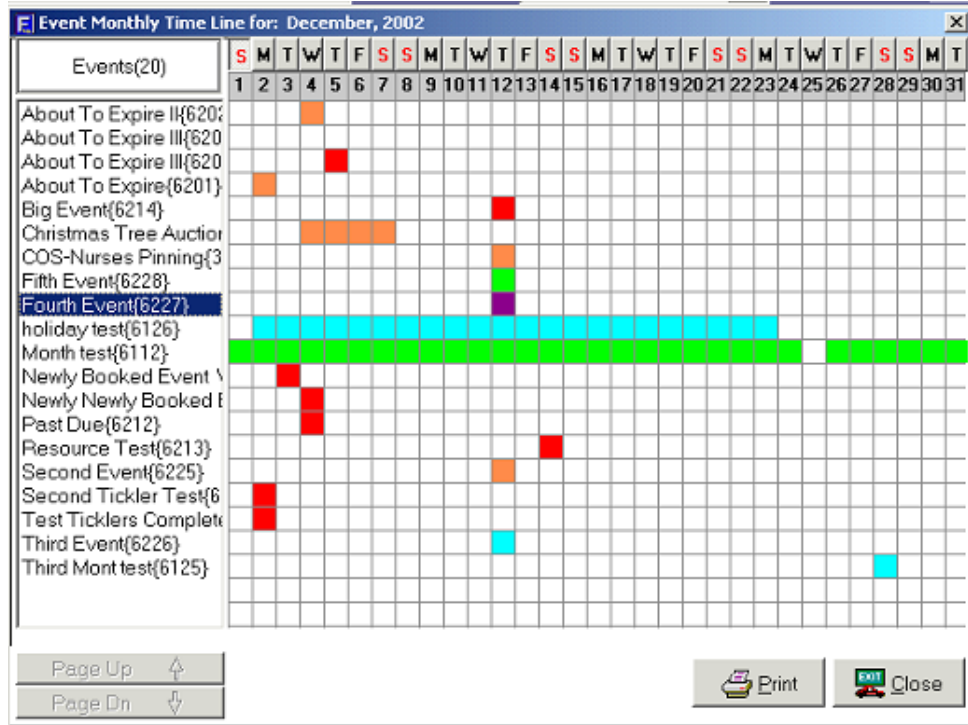
The timelines are displayed in a grid that shows every day in the month. Saturday and Sunday are always displayed with a red color, the weekdays are black.

The timelines can appear in 6 different colors, if your center uses all 6 statuses. The colors are user defined and you can look up their meaning in the setup module under Center Profile in the Status tab.

Because each event status is visible, you get an instant overview of your center's availability.

If you wish to see a complete overview for a specific event you need to:

- ◆ Click once on the number for the day you wish to examine closer.
- ◆ Click twice on the event name you want to inspect.



A Timeline zoom screen pops up showing you all different rooms for the event you selected.

The screenshot shows a window titled "Rooms booked on December 04 for Event: Month test". It contains a table with the following data:

Date	Start Time	End Time	Room Name	Event Type	Room Rate	To
12/04/2002	06:00 AM	07:00 PM	Equipment Rental	Miscellaneous		

The table has a scrollbar on the right. At the bottom, there are "Zoom" and "Close" buttons.

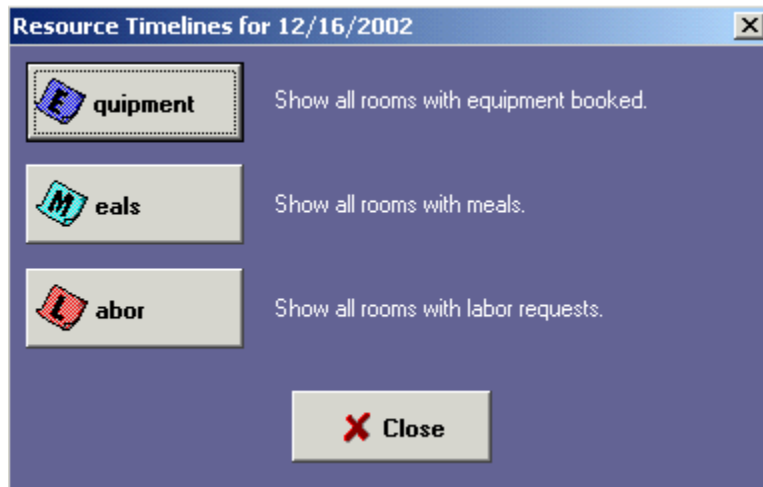
- ◆ Click on the Close button to return to the monthly timeline for rooms.

Daily Timelines for Resources



The Timelines are a graphical display of your center's resource bookings for one day.

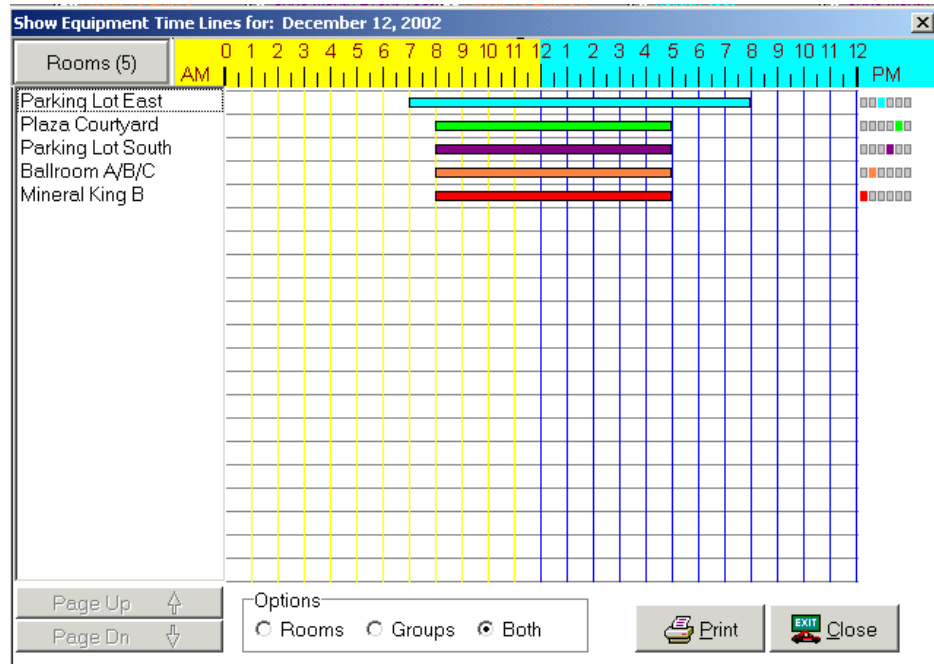
- ◆ Click on the day cell you want to lookup a resource for.
- ◆ Click on the Resource button in the Time Lines pop up window .
- ◆ Resources are Equipment, Meals, and Labor. Each one has their own Timeline.



Working With The Equipment Timeline

If you want to look up all equipment booked for one day, highlight the day you want to look at on the Calendar, click the Time Lines Icon in the right tool bar and then click on the Resource Timeline. From there click on the Equipment button in the pop up window.

The equipment timeline will pop up.



If you want to look up all equipment booked for one day, highlight that day and right mouse click on the calendar and choose the Resource time lines option from the menu. A resource window will appear displaying your three resource options. Select the equipment button. You can also get to the equipment time line by clicking on the Time Lines button on the right toolbar, select the Resource timelines and the equipment button.

The room names are listed in a table on the left side. If there are more rooms than lines in the table, use the Page Up and Page Down buttons to scroll.

The timelines in the grid show the 24 hours of the day you selected.

If you move with your mouse directly over a timeline the bubble help will tell you what event is scheduled in the room.

To see a single piece of equipment listed, **FASTbook** has an equipment zoom screen.

◆ Double click on an event name to look up more detailed information about the equipment

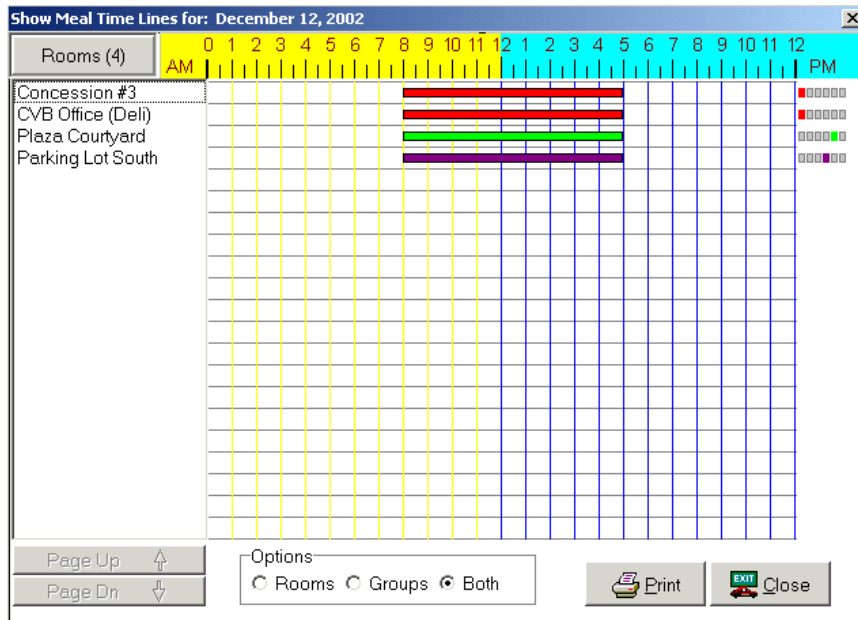
Date	Room Name	Description	Qty Ordered	Qty Received	Unit Cost	Total Cost
12/12/2002	Parking Lot East	City License Daily Cap	1	0	\$500.00	
12/12/2002	Parking Lot East	Choral Shells	1	0	\$23.00	

A screen will pop up showing you the Description of the equipment, the Date it is in use, the Room Name, the Quantity ordered and received, the Unit Cost, and the Total Cost.

- ◆ To close the Equipment pop up, click on the Close button.
- ◆ To close the Equipment Timeline, click on the Close button.

Working With The Meals Timeline

- ◆ If you want to look up all meals booked for one day, highlight that day and right mouse click on the calendar and choose the Resource time lines option from the menu. A resource window will appear displaying your three resource options. Select the meals button. You can also get to the meals time line by clicking on the Time Lines button on the right toolbar, select the Resource timelines and the meals button.



The room names are listed in a table on the left side. If there are more rooms than lines in the table, use the Page Up and Page Down buttons to scroll.

The timelines in the grid show the 24 hours of the day you selected at the top.

- ◆ If you move with your mouse directly over a timeline a HINT will tell you the event that is schedule in the room.

- ◆ Double click on a meal to view it in more detail.

A screen will pop up showing you the Description of the meal, the date, the Room Name, the Quantity, the Cost for one meal, and the Total Cost.

- ◆ To close the Meal pop up, click on the Close button.

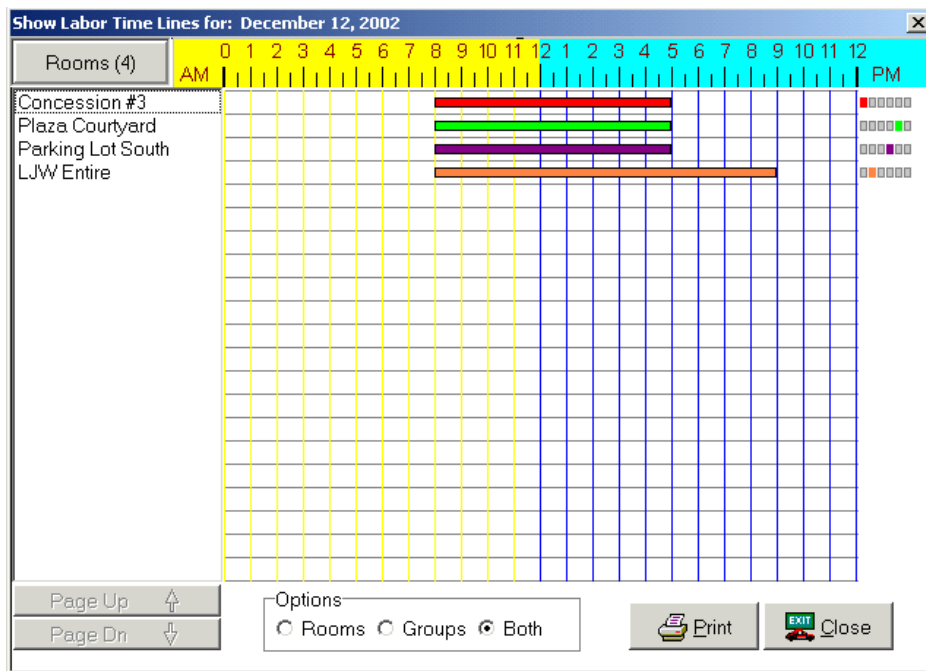
- ◆ To close the Meal Timeline, click on the Close button.

Date	Start Time	Description	Room Name	Qty Ordered	Unit Cost	TO
12/12/2002	08:00 AM	Asst Danish/Donuts By Doz	Concession #3	2	\$19.00	
12/12/2002	08:00 AM	Apple Juice/1 Pitcher	Concession #3	1	\$14.00	
12/12/2002	08:00 AM	Hot Tea/Hot Water Per Gal	Concession #3	2	\$24.00	

Working With The Labor Timeline

◆ If you want to look up all labor booked for one day, highlight that day and right mouse click on the calendar and choose the Resource time lines option from the menu. A resource window will appear displaying your three resource options. Select the labor button. You can also get to the labor time line by clicking on the Time Lines button on the right toolbar, select the Resource timelines and the labor button.

The labor timeline will pop up.



The room names are listed in a table on the left side.

If there are more rooms than lines in the table, use the Page Up and Page Down buttons to scroll.

The timelines at the top show the 24 hours in the day.

◆ If you move with your mouse directly over a timeline the bubble help will tell you what event is scheduled in the room.

To see all labor listed, **FASTbook** has an labor zoom screen.

- ◆ Doubleclick on an event name to look up more detailed information about the labor.

A screen will pop up showing you the Description of the labor, the Date, the Room Name, the Quantity, the Unit Cost, and the Total Cost.

Date	Start Time	Room Name	Position	Hours 1	Rate 1	Ho
12/12/2002	08:00 AM	Concession #3	House Staff	0	\$15.00	

- ◆ To close the Labor pop up click on the Close button.
- ◆ To close the Labor Timeline click on the Close button.

Timeline Notes

FASTbooking

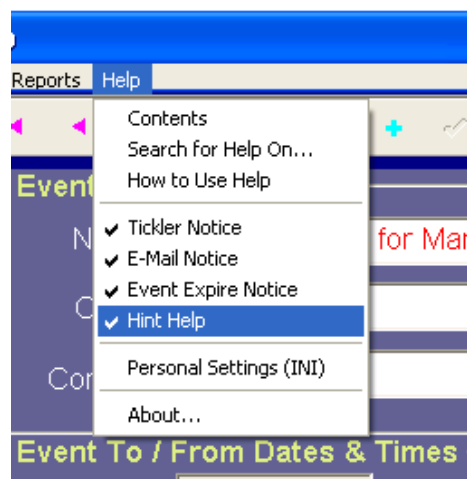
The FASTbooking module can be accessed from either the Calendar, Event Detail window or the menu bar under 'View'.

This module contains various sophisticated innovations:

- 1) A room search feature, where you enter criteria and **FASTbook** will find the best available room(s) for you.
- 2) It allows for quick scheduling of repetitive bookings. It is very advantageous in entering essential event information then booking clients who meet on a regular basis.
- 3) Interactive and optional hint help that walks you through the steps in FASTbooking.
- 4) A grid display of the rooms providing important room information at the time of booking.

There are two booking views in Fastbooking. The simple booking view allows for a quick book of a single room making it an easy step process to enter a booking. The advance booking view allows for the advanced features of multiple room bookings, entering events that may have a pattern occurring for a duration, complex searches, room information and attributes, creating and saving booking templates and having a report for conflicts in desired scheduling which allows the user to address.

The default view is the simple Booking. Choose the 'Hint Help' option under the Help menu to have dialogue boxes guiding you through the booking process.



Simple Booking

- ◆ Click on the “FASTbooking” icon in the FASTbook toolbar on the left side of the screen. A window should appear displaying options for making a booking.

The screenshot shows the 'Booking' window with the following fields and values:

Field	Value
Event Name	[Empty]
Status	[Empty]
Event Type	[Empty]
Client Name	[Empty]
Contact	[Empty]
Location	[Empty]
Room Name	Ballroom A
Single Room	[Empty]
Start Date	09/24/2002
End Date	09/24/2002
Start Time	8:00:00 AM
End Time	8:00:00 PM
Show Start	8:00:00 AM
Show End	5:00:00 PM

- ◆ Create a new event in FASTbooking by entering a new 'Event Name' or use the drop down menu to choose a pre-existing 'Event Name'. If you choose an event name from the drop down all of the following fields should be populated automatically. If the user is not using the drop down window, the following fields will need to be populated manually: Status, Event Type, Client Name, Contact and Location.

This image shows a close-up of the event information fields:

Event Name	[Empty]
Status	[Empty]
Event Type	[Empty]
Client Name	[Empty]
Contact	[Empty]
Location	[Empty]

- ◆ Use the mouse and/or the tab key to enter information in the following drop down menu fields and time masked fields in the “Time/Duration” section: Start Date, End Date, Start Time, End Time, Show Start, Show End. You may use either the drop down arrows and controls in the fields or type in the information in the given format.

Time/Duration	
Start Date	09/24/2002
End Date	09/24/2002
Start Time	8:00:00 AM
End Time	8:00:00 PM
Show Start	8:00:00 AM
Show End	5:00:00 PM

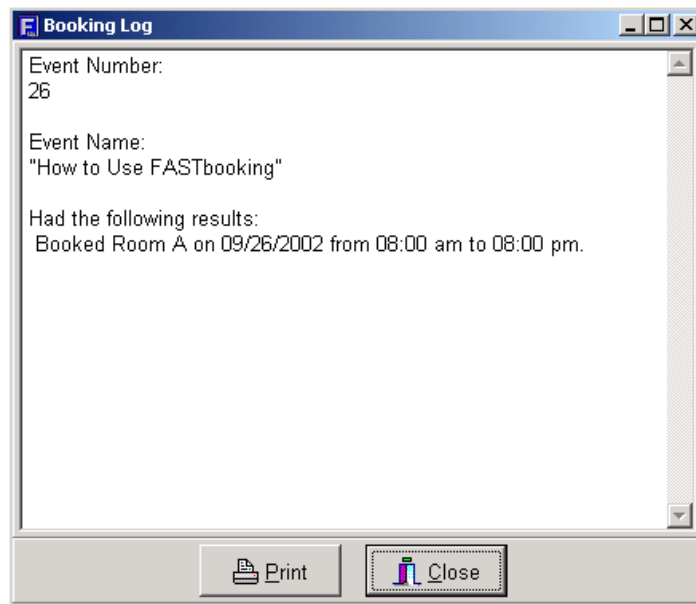
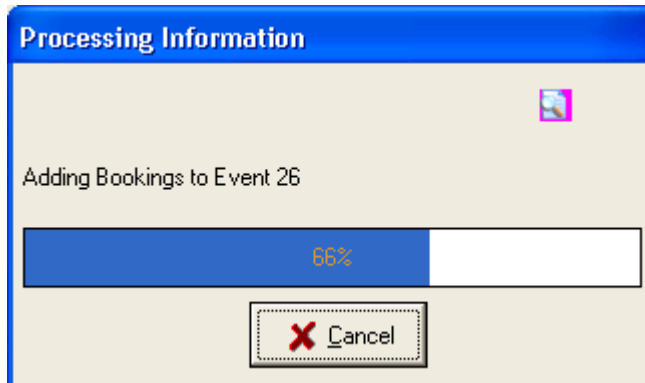
- ◆ Enter a name in the “Room Name” drop down field. There is no filtering on availability from the drop down list in simple booking. It will attempt to book the event based on the given information. If there is a conflict it will be reported on.

Room Name	Ballroom A
-----------	------------

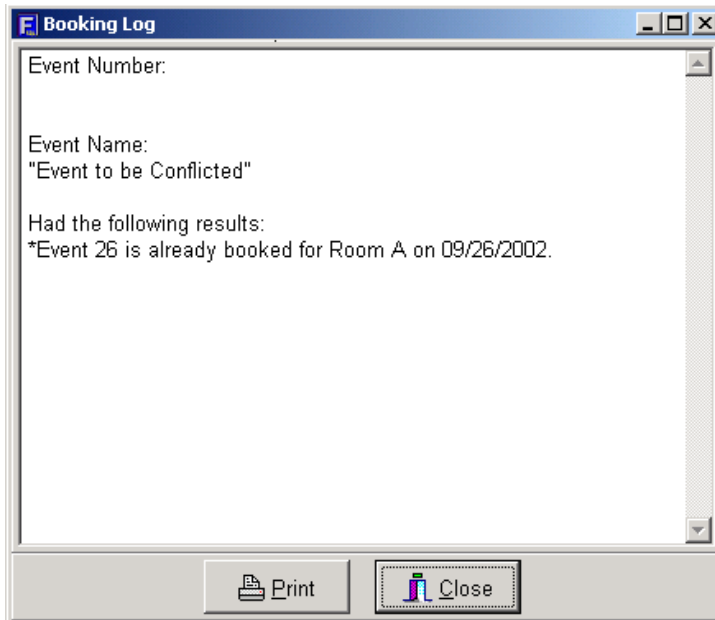
- ◆ Click on the “Finish booking” button.

Advanced >>	New Booking	Finish Booking	Close
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A pop box will appear showing the status of the booking. If it is a short duration booking like a single day your screen may barely register the image.

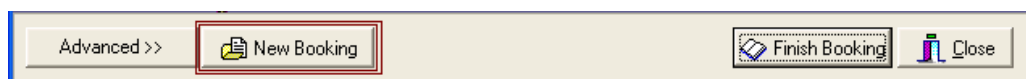


The “Booking Log” window will appear displaying the event number in the top left corner of the screen, the name of the event, and the room where the event was booked with the date(s) and time(s) of the event. The user should also be given the option of printing the booking from the “Booking Log” pop up window. This an informational report for the booking agent for confirmation.

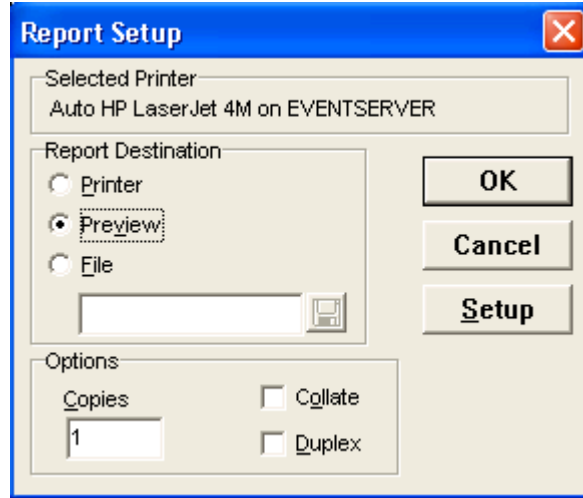


NOTE: If there is a scheduling conflict this report will show the conflict by printing out the Event number, room and date of the event already booked. This allows the user to make changes to accommodate both bookings.

◆ Click on the “New Booking” button to clear the data from the text fields and begin booking a new event.



◆ In the “Booking Log” popup menu click the “Print” button (This should give the user a screen that displays options for previewing, printing or saving the event, along with a display of what printer the document will print to).



- ◆ Click in the “Preview” radio button and then click “OK” (This should give the user a print preview of the booking confirmation).
- ◆ Click the “Ok” button to close the preview and then click on the “Print” radio button and print out the document. Make sure the document prints clearly and that the information is formatted correctly.
- ◆ Click the “File” radio button option and then specify the location for storage by clicking on the browse button in the report destination section. A pop up window should appear defaulting to the “Templates” folder. Name the booking and click the save button. The template is now saved and can be retrieved for use in the future.
- ◆ Close the print pop up window.
- ◆ Click on the “Booking Log” window close button and test the advanced booking section.

Advanced Booking

- ◆ Click on the “FASTbooking” icon in the FASTbook toolbar on the left side of the screen. A window should appear displaying options for making a booking.
- ◆ Click on the “Advanced” booking button after entering the FASTbooking.

The screenshot shows the 'Booking - Advanced' window with the following sections:

- Event Information:** Event Name, Status, Event Type, Client Name, and Contact fields.
- Time/Duration:** Start Date (12/27/2002), End Date (12/27/2002), Start Time (12:00:00 AM), End Time (12:00:00 AM), Show Start (8:00:00 AM), and Show End (5:00:00 PM) fields.
- Additional Days:** For 0 Day(s) and Number of Events to Generate (One Event, One per Day, One per Month).
- Room Selection:** Room Style and Attendance fields. A table with columns: Room Name, Room/Group, Max Capacity, Floor Area, Room Rate. Below the table are 'Single Room' and 'Multiple Room' tabs.
- Navigation:** << Simple, New Booking, Open Template, Save Template, Finish Booking, Close buttons.

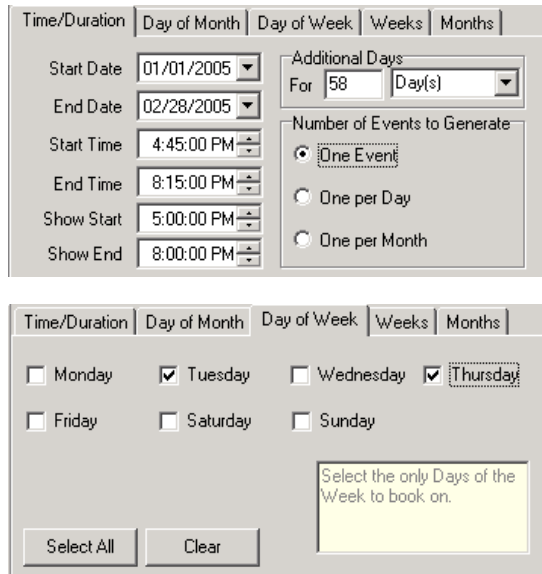
Help text boxes include: 'Type in an Event Name or select an Existing Event that you want to add Additional Dates or Rooms to. <TAB> To the next step', 'Use the Search button to get a list of available rooms for the set criteria', and 'Select Advanced for Multiple Room Booking, Cycle Booking, or Style and Capacity Search.'

A window appears with additional FASTbooking features that allow the user to set up date patterns for events, book more than one room at a time and allow for more access to room features to allow your facility’s clients better choices for choosing which rooms to book. You can create a new event in FASTbooking or append to an existing event.

Setting up the Time/Duration section for an event

When booking a multiple day event that has unbooked days inbetween, non-consecutive booking days, we can use the Time/Duration tabs (Day of Month, Day of Week, Weeks and Months) to indicate a desired pattern.

For example, if booking a class starting in January and ending in February that occurs only on Tuesday and Thursday Time/Duration options would be setup like so:



Note that the dates and times are set on the ‘Time/Duration’ tab. Then on the ‘Day of Week’ tab Tuesday and Thursday are selected. This will book all Tuesdays and Thursdays from January 1, 2005 until February 28, 2005.

Time/Duration tab

Start Date- The first date of an event or the date of the first sub event.

End Date- The last date of an event or the date of the last sub event.

Start Time- The time of the first sub event booked.

End Time- The end time of the last sub event booked.

Show Start- Informational time of when an activity will start within the booked time.

Show End- Informational time of when an activity will end within the booked time.

Additional Days- The number of days beyond Start Date to End Date, indicating the range of days effected by the pattern being booked.

Number of Events to Generate- (This indicates how the event and event number(s) will be generated and how sub events will be distributed across events. This is important to note, since it will determine number of invoices is created.

One Event- This will book all sub events under a single event number and one invoice for the entire event.

One per Day- This will set one event number per day and one invoice per day.

One per Month- This will set one event number per month and one invoice per month.

Other Fields to search by...

When looking for a room that will need a specific room style, or a room to hold a specific number for attendance, or even both a room style and an associated number for attendance they may optionally be entered to limit a search for room availability.

For example, if looking for a room that can be setup with a classroom style for 30 students fill in the fields like so. When you press the ‘Search’



The image shows a screenshot of a search interface. It contains two input fields. The first field is labeled 'Room Style' and has a dropdown menu with 'Classroom' selected. The second field is labeled 'Attendance' and has the number '30' entered.

button only available rooms that were noted in setup to be able to hold a classroom configuration for a capacity of 30 or more people will show up in the ‘Room Name’ list.

If only a room style is entered than a capacity of zero is assumed. If only the attendance is entered than the room’s will be filtered out by ‘Maximum Allowable Occupancy’ for each room.

Creating a new event

To create a new event manually enter information in all of the applicable fields. You may navigate from field to field by pressing the ‘Tab’ key on the keyboard to move to the next logical field or use your mouse;

- ◆ Enter an Event Name, Status, Event Type, Client Name, Contact and if needed Location.
- ◆ Specify the duration of the Event in the “Start Date” and “End Date” fields in the “Time/Duration” section (NOTE: You must specify a date range in the “Time/Duration” in order for the date patterns to function correctly).

◆ Click on the “Day of Month”, “Day of Week”, “Weeks” and “Months” tabs and then click on the appropriate check boxes to book rooms of your event between the “Start Date” and “End Date” entered.

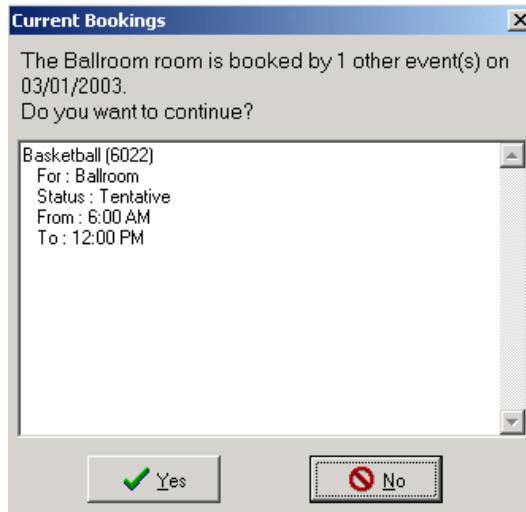


NOTE: If you need to do a more restrictive search for a room that needs to support a specific room style and capacity you may enter in those values prior to clicking on the “Search” button.

◆ Click on the search button and it will automatically list all the rooms that meet the entered requirements.

◆ Select a room from the Room sub grid by clicking on it. A checkbox should appear in the leftmost column.

◆ Click the “Finish Booking” button.



If another event with a different status is booked earlier a pop window will appear with information about the conflict: date, event name, event number, status and time.

If you wish to continue booking the event, click the yes button to complete the booking.

A “Booking Log” pop up window should appear confirming the booking and displaying the event number in the top left corner of the screen, the name of the event, and the room where the event was booked with the date(s) and time(s) of the event. The user should also be given the option of printing the booking from the “Booking Log” pop up window.

Click on the “Close” button in the “Booking Log” pop up window.

You may now click on the “New Booking” button to add another Event.

Create an entry using each of the date pattern options, “Day of Month”, “Day of Week”, “Weeks”, and “Months”. Check the calendar after each pattern has been entered to make sure that the information is appearing in the appropriate dates. Save the entries.

In the “Booking Log” popup menu click the “Print” button (This should give the user a screen that displays options for previewing, printing or saving the event, along with a display of what printer the document will print to).

Make sure the “Preview” radio button is selected and then click “OK” (This should give the user a print preview of the booking log screen).

◆ Click the “Ok” button to close the preview and then click on the “Print” radio button and print out the document. Make sure the document prints clearly and that the information is formatted correctly.

◆ Click the “File” radio button option and then specify the location for storage by clicking on the browse button in the report destination section. A pop up window should appear defaulting to the “Templates” folder. Name the booking and click the save button. The template is now saved and can be retrieved for use in the future.

Close the print pop up window.

Save one of your date pattern bookings using the “Save Template” button. A pop up window should appear asking you what you want to name the template being saved. Give it a name and click okay.

Click on the “Open Template” button at the bottom of the screen.

Reopen the template that you just saved. The event should appear in the FASTbooking screen. Make sure all date (Including the rooms) was saved accurately.

Close the FASTbooking section.

FASTbooking Notes



Event Detail

The Event Detail screen is the entry form which allows you to book single events, and enter all pertinent data associated.

After the input is processed the system creates a master record that is unique to all other records. Depending on the number of rooms and the length of time they are booked for, **FASTbook** also creates a variety of records that are associated with the master record.

Example: Ten (10) rooms are combined into a group called the "West Wing Conference Center". This group of rooms is then booked for a period of three (3) days. **FASTbook** will create a master record with a system generated Event # as an unique identifier. When the event is processed, **FASTbook**, at your option, breaks down the group into the individual rooms and generates 30 records associated with the master record. This allows you to edit and delete single components while keeping the master record intact.

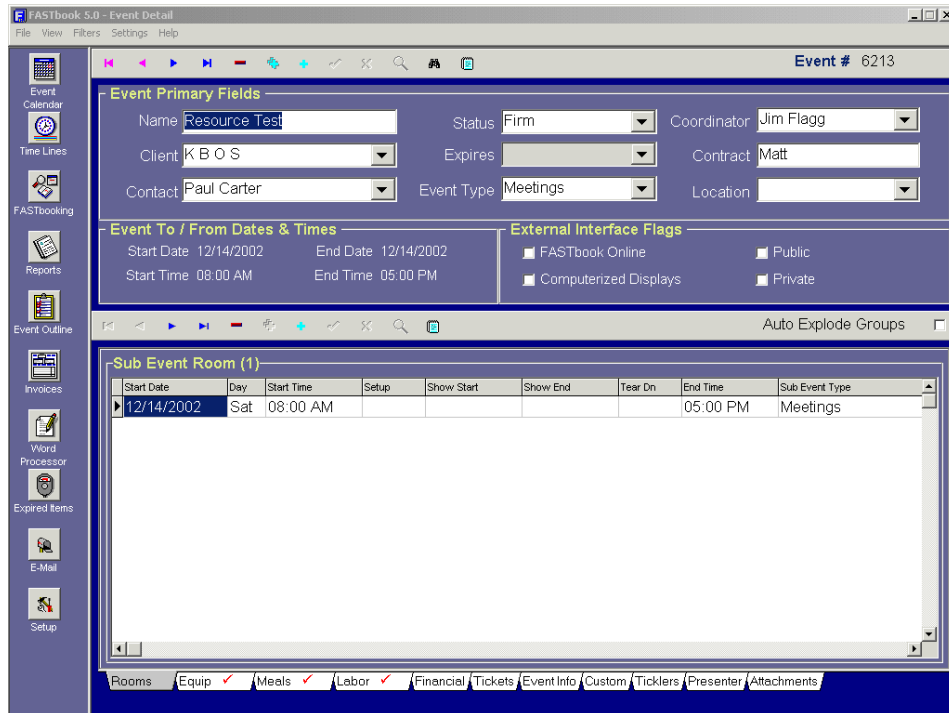
Components of the Event Detail Screen

The entry form consists of a variety of fields which enable you to enter information about the event. Most fields are optional, but some fields have to be entered, in order to complete the booking. These required fields are: Event Name, Event Status, Client Name, Event Type, etc.

The entry form is divided into several sections:

- ◆ The upper section contains the main information about the event, such as Event Name, Status, Client Name, and dates that are generated by the system once you have rooms booked.

- ◆ In the lower right corner you are able to define certain choices for the event. Select as many checkboxes as you like. If you have our optional web calendar or computerized displays by checking the boxes, the event will be posted and if the event is a private or a public event you can check the box you want. If you select private, your event will show on the calendar with the event type, not the event name, this is for security purposes.



◆ The bottom part, graphically separated from the Event Detail part by a Sub Event toolbar, contains all Sub Event and additional event information. This form has several tabs on the bottom to book resources and enter other event information.



NOTE: The bottom part of the Event Detail screen has 11 tabs; Rooms, Equipment, Meals, Labor, Financial, Event Info, Custom, Ticklers Presenter and Attachments. The TABS allow for easy navigation between resources and because the tab you are working on is always highlighted in the screen color, there will be never a doubt about what resource you are working on.

The Buttons in the Event Toolbar

The Event Detail and the Resource sections have their own navigational toolbar. The top tool bar only works with the Event Detail screen, the bottom part only works with the tab screens.



The Navigator Buttons

Use these buttons as tools to move forwards and backwards within individual databases. Each one of the top row buttons operates on the field in the main

screen where the cursor is located. Each one of the bottom row buttons operates on the fields in the tab forms. The top buttons will not work for the fields and tables in the tab section, and the bottom row buttons will not operate in the Main Event Detail screen.



The "**First Record**" button takes you to the first record in the database, and makes it the current record. When inside a table in one of the tab forms, the cursor will be moved onto the first line.



The "**Previous Record**" button takes you to the record immediately before the record shown on screen, and makes it your current record. This button has an arrow pointing to the left.



The "**Next Record**" button takes you to the record after the record displayed on the screen. It moves you forward one record in the database. This button has an arrow pointing to the right.



The "**Last Record**" button takes you to the last record in the database, and makes it your current record. It has an arrow pointing to a solid vertical bar on the right side. When in a tab form, the cursor will be moved to the last row in the grid.



The "**Delete Record**" button will delete the information currently on the screen. In Event Detail, the entire event, including Event Number and the Sub Event(s) with all attached Resources will be deleted. In any of the Sub Event resource tabs the currently highlighted row will be deleted.



The "**Book an event with Fastbooking**" takes you to Fastbooking to add an event or append the event you're working on.



The "**New Record**" or "**Insert Record**" button saves the information currently on the screen and then clears the screen, or in any of the tabs in a table it inserts an empty line so you can attach a new record.



The "**SAVE**" icon is used whenever you have completed a record and wish to save it to the database. When the cursor is located inside a table in the meals or equipment tab, you only have to enter the quantities required, and then press the Save button to

post your record. **FASTbook** calculates all charges and moves the cursor onto the next empty line.



The "**Cancel Changes**" button will undo all changes you made to a record. But, once you click into a table, all entries made into fields in the main screen are automatically saved, so the 'Cancel Changes' button will **not** work.



Click on the "**Search**" button if you need to find an event or information for an event. The list of items you are able to search in Event Detail is large. (To find out how to use the search pop up, look up the Introduction section in this manual.)



Scheduling An Event

The Event Scheduling and Editing screen is accessible from the Calendar by clicking on the Events Detail icon in the main toolbar.

To go to a particular event, first highlight the day it's on, and then locate it in the grid below the calendar. Click on the event or use your mouse to click on the Event Detail button at the left side of the calendar.

The Event Detail window opens. The cursor is located on the Event Name field.



Click on the INSERT button to clear the screen to add a new event.

Type in the Event Name and press <TAB>.

◆ From the dropdown list, select the previously setup client. Press <TAB> or <ENTER>.



NOTE: When the cursor is on the client field the ZOOM button in the tool bar is highlighted and active.

The Client setup screen pops up if you click on the ZOOM.



If you already had a client name highlighted when pressing the ZOOM button, you will be able to edit this client. You will not be able to add a new client.

◆ If the Client Name field was empty when you pressed the ZOOM button, you will be able to add a new client. You will not be able to edit other clients.

◆ Select the appropriate Client Contact from the picklist. Press <TAB>.

From the dropdown list select a previously defined status for the event and press <TAB>

If you know the statuses by heart, you can type in the first letter of the one you need to book. If you have several statuses starting with the same letter, add additional letters until the appropriate status appears.

If the event is not a FIRM one, and you entered a tentative expiration date in status setup, **FASTbook** will calculate the expiration date and enter it automatically. On a Firm event, the expiration date field will be blank. Press <TAB>.

◆ From the dropdown list select a previously defined Event Type and press <TAB>.

If you know the event types, you can type in the first letter of the one you need to book. If you have several event types starting with the same letter, add additional letters until the appropriate status appears.

◆ Enter the Coordinator's Name and press <TAB>.

◆ Enter a Contract Number for the Event. Press <TAB>.

◆ If your center has multiple sites, enter the Location for the Event. Press <TAB>.

◆ **FASTbook** will put the initials of the person who first created the event in the Booked

◆ By field on the Event Info tab. Press <TAB>.

◆ Decide whether or not you want the event to be broadcasted to Fastbook Online or to a Computerized Display, if it is a Public or a Private event clicking on the appropriate checkboxes. (If applicable).



NOTE: If the event is marked 'Private' you will not see any detailed information about the event. Only the Supervisor will be able to see details.

FASTbook will now stamp this record with the date and time created and updated for any tracking and later reference.

Scheduling a room for an Event

Using the Room Scheduler located at the bottom of the Event Detail screen allows you to quickly book a room or a group of rooms. You are also able to edit already booked rooms, by changing dates, times, setup styles, and rates. You may even change the room to a different one, in case you discovered that the room you initially booked is too small, or is needed for another event, etc. Follow the described steps for easy scheduling or editing.

◆ Enter the Start Date for the first Sub Event. Click pointer into Sub Event start date, then click the down arrow, a calendar will appear, select start date with pointer.

FASTbook will fill in the name of the weekday for easier reference. Press <TAB>.

◆ Enter the Start Time for the first Sub Event. Press <TAB>.

NOTE: Times need to be entered as follows: 9:00AM or 11:30PM.

◆ From the dropdown list, pick the required Setup time by clicking on the appropriate number. (Optional). You can also type in a number, for example '3'.

◆ **FASTbook** will pick the first setup time starting with the number 3, which is 30. The time you allow for setup is now 30 minutes. If you type '3' again **FASTbook** will schedule a '300' minute setup. Press <TAB>.

NOTE: Setup times and teardown times are booked in 15 minutes increments. If you allow at least 30 minutes for setup, it will be displayed on the timeline preceding the statuscolor of the room as a shaded version of the color.

◆ Enter the Show Start Time for the first Sub Event. Press <TAB>.

◆ Enter the Show End Time for the first Sub Event. Press <TAB>.

◆ From the dropdown list, pick the required Teardown time by clicking on the appropriate number. (Optional). You can also type in a number, for example '1'. **FASTbook** will pick the first teardown time starting with the number 1, which is 15. The time you allow for teardown is now 15 minutes. If you type '1' again **FASTbook** will schedule a '105' minute tear down. Press <TAB>.

◆ Enter the End Time for the first Sub Event. Press <TAB>.

◆ From the dropdown list, pick the Event Type for that Sub Event by clicking on it. Press <TAB>.

If you know the event types, you may type the first letter of the one you need to book.

If you have several event types starting with the same letter add additional letters until the appropriate event type appears in the field.

◆ From the dropdown list, pick the Setup Style for the room by clicking on it. Press <TAB>.

Again, if you know the setup styles, type the first letters of the one you need to book. If you have several setup styles starting with the same letter, add additional letters until the appropriate setup style appears.

◆ From the dropdown list, pick the most suitable room by clicking on the room name. Press <TAB>.

If you know the room you want to book, enter the first letter of the room name. If the room is not available, the field will either stay empty, or **FASTbook** will find the next room starting with the letter you typed.



NOTE: FASTbook has already narrowed the number of rooms and groups down to the ones visible in the list. You will only see rooms that are available for the status, location, and setup style you have selected.

◆ From the dropdown list, select the Rate that you want to charge for the room. Press <TAB>.



NOTE: FASTbook has already narrowed down the selection list of rates to the ones that specifically apply to the client.

FASTbook will now book the room and apply the appropriate rate. The Date and Time field in the upper left corner will be updated for record tracking purposes. If the Rate is left blank, user can advance to the next field and manually enter room charge.

After **FASTbook** has placed an amount into the room charge field, the cursor will be in the Start Date field of a new line in the table and you can add additional rooms. If the cursor is not on an empty line, press the INSERT button located in the bottom part of the navigational toolbox to add a new line to the table.

◆ Click on the INSERT button located in the upper part of the navigational toolbox to clear the screen and get ready to enter the next event.



NOTE: If you have entered a date that is setup as a Holiday, **FASTbook** will notify you as soon as you are finished entering the date. If booking is allowed on that holiday you can enter the start time for the Sub Event. If booking is not allowed, or only the Supervisor is able to book, the popup message will tell you.



NOTE: If you have scheduled Room Groups and need to explode them, place the cursor on the Start Date for the Room Group you want to explode, click your right mouse button to popup a menu. Select explode group to explode all the rooms in the group you selected.



If you need to make comments about any of the rooms you have scheduled, highlight the room, then press the NOTEPAD button. A screen will pop up, leaving you sufficient room to add comments. (To find out how to use the notepad, look up the Introduction section in this manual.)

To show you that there are notes for a room, **FASTbook** will place a small Notepad inside the Room tab.

◆ Click on the Search button if you need to find an event or information for an event. The list of items you are able to search in Event Detail is large. (To find out how to use the search pop up, look up the Introduction section in this manual.)

Scheduling Equipment for a Room

The Equipment Scheduling tab allows for easy and fast assigning of equipment and equipment packages to one room at the time. You can edit and add items.

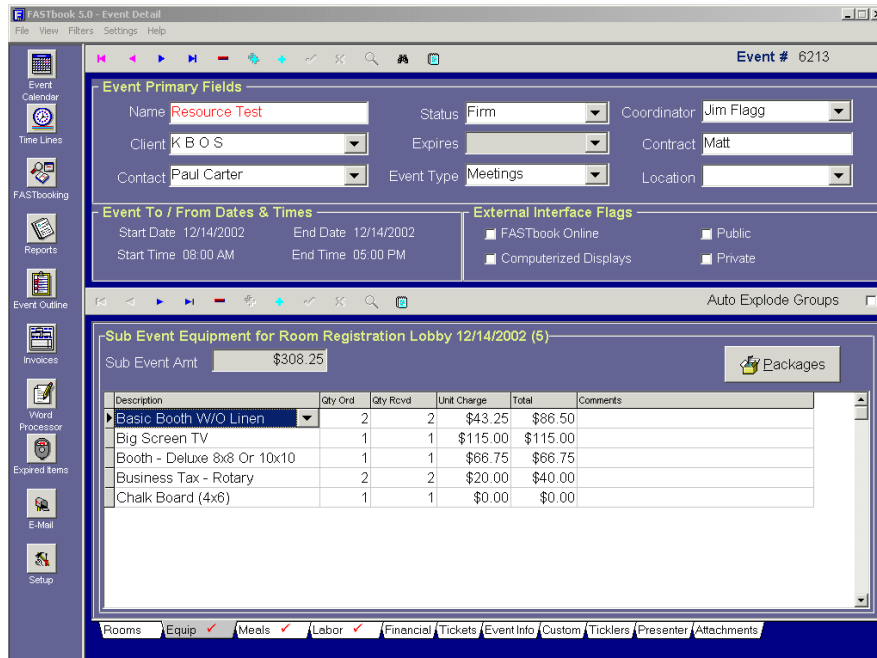
◆ Place the cursor on the Start Date for the room you want to book Equipment for and click once, so that the date is highlighted.

◆ Click on the Equipment tab located on the bottom part of the Event Detail screen right next to the Rooms tab. The equipment page opens.

◆ From the dropdown list, select a previously setup piece of equipment. Press <TAB>.

◆ Enter the number required for that piece of equipment. Press <TAB>.

◆ Press <TAB> to skip the Quantity received field.



NOTE: If the quantity you requested is not available, **FASTbook** will tell you that your order is only partially filled and then display how many received in the Quantity received field. If the number in the Quantity received field is less than the number in the Quantity ordered field, then you do not have enough of the equipment on hand to cover the request.

◆ Press <TAB> to skip the Quantity not returned field. This field becomes important after the event, when you are able to go back into the equipment tab and enter the numbers for equipment pieces that were broken or were not returned for other reasons.

FASTbook will automatically place the unit cost that was setup in the equipment master database, in the next field.

◆ To allow for more flexibility, you are able to edit the cost for equipment.

◆ Press <TAB> so that you can enter any equipment specific comments in the comment field.

◆ Press <TAB> so that the system can calculate the total cost for the piece of equipment you booked.

FASTbook will now book the piece of equipment and reflect the total cost in the Sub Event Total and the Event Total field. The Date and Time field in the upper left corner of Event Detail will be updated for record tracking purposes.

After **FASTbook** has placed an amount into the equipment total field, the cursor will be in the Description field of a new line in the table and you can add additional equipment.



NOTE: FASTbook allows you to add additional equipment of the same type, at a different price. Just add the same equipment twice and edit the cost of the second selection.

Scheduling Equipment Packages for a Room

◆ Place the cursor on the Start Date for the room you want to book Equipment for and click once, so that the date is highlighted.

◆ Click on the Equipment tab located on the bottom part of the Event Detail screen right next to the Rooms tab. The equipment page opens.



Click on the Packages button to open a popup window.

In the table on the left you will see all your center's equipment packages listed.

◆ Use the arrow buttons between the two tables to move the packages into the table to the right.



If you have an equipment package selected in the left table and then click on the button that has one arrow pointing to the right, the package will be moved into the right table.



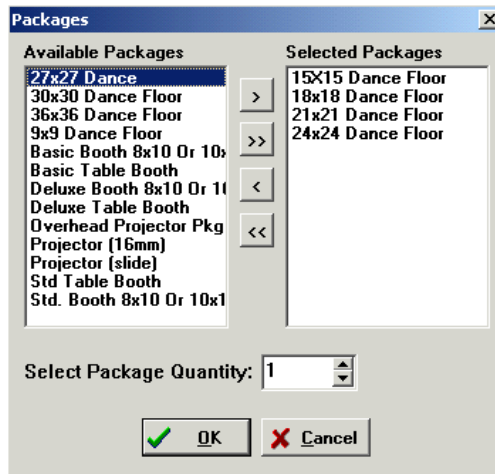
If you click on the button that has two arrows pointing to the right all equipment packages will be moved into the right table.



If you select a package in the right table, and you don't want to book it, simply press on the button with the arrow pointing to the left to return the package into the inventory table.



If you want to return all packages in the right table into the inventory table to the left press the button with two arrows pointing to the left.



◆ Once you select all packages you need to book into the right table, select the number of packages you need by either typing it in the Quantity field, or use the spinbuttons on the right side of the field for your convenience.

◆ Press the OK button if your selection is correct.

FASTbook will now book the Equipment Package. Every single piece of Equipment will be listed in the Equipment table, and quantities and amounts will be calculated. The total cost will be reflected in the Sub Event Total and the Event Total field. The Date and Time field in the upper left corner of Event Detail will be updated for record tracking purposes.

◆ Press Cancel to cancel your entries.



If you need to make comments about the Equipment you have scheduled, press the Notepad button. A screen will pop up, leaving you sufficient room to add comments. (To find out how to use the notepad look up the Introduction section in this manual.)

To show you that there are notes for equipment, **FASTbook** will place a small Notepad inside the Equipment tab.

Scheduling Meals for a Room

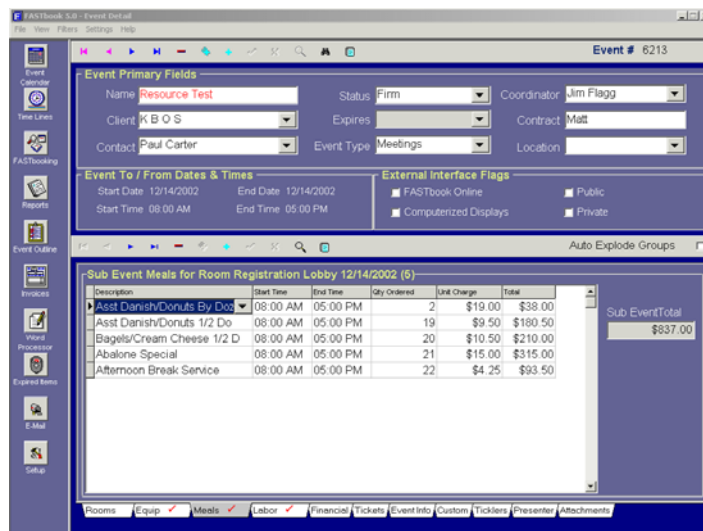
The Meal Scheduler allows you to schedule catering items for meal functions during an event whether the catering is done inhouse or supplied by an outside vendor. Additionally, the Meal Manager enables you to keep track of associated charges, the start and end time for each meal function, and whether or not to defer billing.

◆ Place the cursor on the Start Date for the room you want to book meals for and click once, so that the date is highlighted.

◆ Click on the Meals tab located on the bottom part of the Event Detail screen right next to the Equipment tab.

The meals page opens.

- ◆ Check the box if you want the billing to be deferred.
- ◆ From the dropdown list select a previously setup meal. Press <TAB>.
- ◆ Type in the Quantity ordered. Press <TAB>.



FASTbook will place the cost for a single meal into the unit cost field. The Sub Event Start and End Time are also defaulted into the appropriate fields.

◆ Change the cost for a single meal in the Unit Cost field (if necessary). Press <TAB>.

◆ Change the start and end time for the meal . Press <TAB>.

FASTbook will calculate the total for the meal, and then update the cost in the Sub Event meal total, and the event total field. The Date and Time field in the upper left corner of Event Detail will be updated for record tracking purposes.

After **FASTbook** has placed an amount into the meals total field, the cursor will be in the Description field of a new line in the table and you can add additional meals for a Sub Event.



If the cursor is not on an empty line, press the INSERT button located in the bottom part of the navigational toolbar to add a new line to the table.



If you need to make comments about any of the meals you have scheduled, press the Notepad button. A screen will pop up, leaving you sufficient room to add comments. (To find out how to use the notepad look up the Introduction section in this manual.)

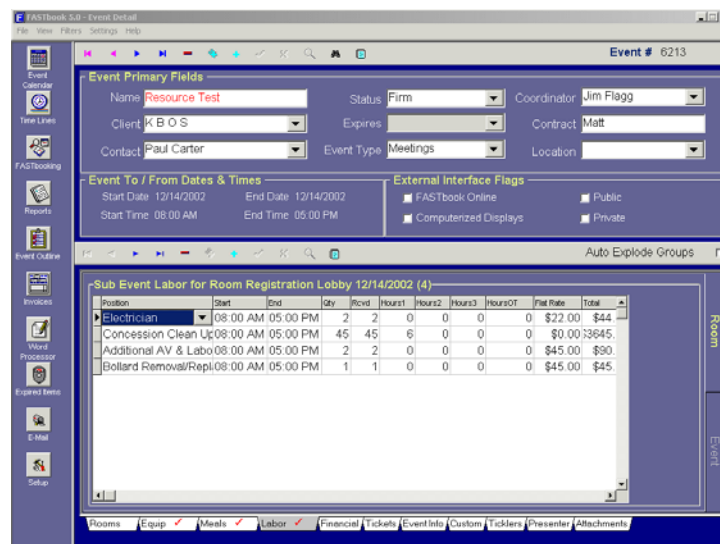
To show you that there are notes for a room, **FASTbook** will place a small Notepad inside the Room tab.

Scheduling Labor for an Event

The Labor Scheduler allows you to assign personnel required for operations relating to an event. The Labor Manager uses the data previously saved in the Labor, and Labor Positions & Rates database, located in the setup section of **FASTbook**.

◆ Place the cursor on the Start Date for the room you want to book labor for and click once, so that the date is highlighted.

◆ Click on the Labor tab located on the bottom part of the Event Detail screen right next to the Equipment tab. The labor page opens.



- ◆ Select Room or Event Labor from the two tabs on the right side of the screen. Press <TAB>.
- ◆ From the dropdown list select a previously setup position. Press <TAB>.
- ◆ Enter the number required for that position. Press <TAB>.
- ◆ Click on the Labor Icon, at the right side of your screen (optional) and select the Employees that you wish to schedule for this Event and click on OK, this will fill in the quantity received. You may now <TAB> to the next line and enter the next position. If you are not using the optional Employee scheduler just enter the quantity received and the Number of hours worked. You may now <TAB> to the next line and add your next position.
- ◆ Click on Post Edit after entering all of the Labor.

FASTbook will now book the Labor. Labor will be listed in the Labor table, and quantities and amounts will be calculated. The total cost will be reflected in the Sub Event Total and the Event Total field. The Date and Time field in the upper left corner of Event Detail will be updated for record tracking purposes.



If you need to make comments about the Labor you have scheduled, press the Notepad button. A screen will pop up, leaving you sufficient room to add comments. (To find out how to use the notepad look up the Introduction section in this manual.)

To show you that there are notes for Labor, **FASTbook** will place a small Notepad inside the Labor tab.

Entering Financial Information for an Event

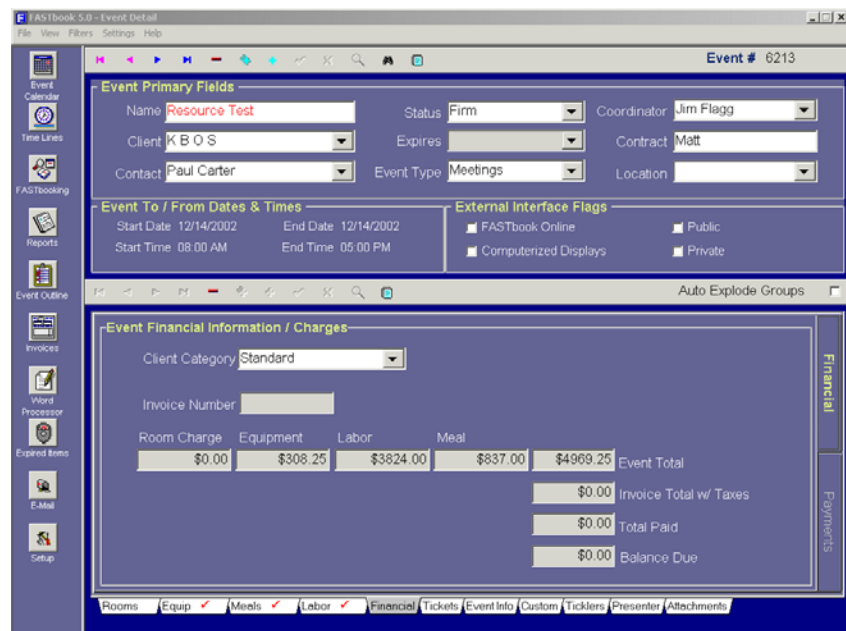
- ◆ Click on the Financial tab located on the bottom part of the Event Detail screen right next to the Presenter tab.

The financial information page opens.

In the Resource Charges section the charges for booked resources are already forwarded from the Sub Event total field in each resource screen. The total already

paid will be displayed. **FASTbook** also displays the sum of all event charges. You will not be able to edit those fields.

- ◆ If the Client Category is changed for this event, you can make a temporary change (Optional). Press <TAB>.



To set payment or deposit ticklers or enter payments, click on the Payments tab on the right side of the screen. In the payments table you can set payment or deposit ticklers or enter all deposits and payments made. They will be carried over to the invoice module.

- ◆ Enter the Payment type (Optional). Press <TAB>.
- ◆ Enter the Date payment is due (Optional). Press <TAB>.
- ◆ Enter the Amount due (Optional). Press <TAB>.
- ◆ From the Assigned to dropdown box, select the person you want to receive the tickler notification. (Optional). Press <TAB>.

Payments / Payment Ticklers							
Payment Type	Payment Due	Amount Due	Assigned To	Date Paid	Amount Paid	Payment Method	Reference
▶ Invoice	12/05/2000	\$125500.00	SUPERVISOR	12/11/2002	\$125000.00	Check	Joe

Rooms Equip ✓ Meals ✓ Labor ✓ Financial Tickets Event Info Custom Ticklers Presenter Attachments

Financial
Payments



NOTE: If you don't enter any payments into the table, you need to press the SAVE button to save the record.

- ◆ If you are entering the Payments or Deposits, the Payment or Deposit amount will be carried over to the Invoice module.
- ◆ Enter the Date you received the Payment or Deposit (Optional). Press <TAB>.
- ◆ Enter the Payment or Deposit Amount (Optional). Press <TAB>.
- ◆ Enter the Type of Payment that was made (Optional). Press <TAB>.
- ◆ Enter a reference or description for the payment (Optional). Press <TAB>.

Entering Ticket Information

- ◆ Click on the Tickets TAB located on the bottom part of Event Detail screen right next to the Financial TAB.
- ◆ Enter the Announce Date. Press <TAB>.

The screenshot shows the FASTbook 5.0 Event Detail screen. The window title is "FASTbook 5.0 - Event Detail" and the event number is "Event # 6213". The interface is divided into several sections:

- Event Primary Fields:** Name: Resource Test, Status: Firm, Coordinator: Jim Flagg, Client: K B O S, Expires: (empty), Contract: Matt, Contact: Paul Carter, Event Type: Meetings, Location: (empty).
- Event To / From Dates & Times:** Start Date: 12/14/2002, End Date: 12/14/2002, Start Time: 08:00 AM, End Time: 05:00 PM.
- External Interface Flags:** FASTbook Online (checked), Computerized Displays (checked), Public (checked), Private (unchecked).
- Ticket Information:** Announce Date (dropdown), Ticket Sale Date (dropdown), Ticket Sale Time (text), Proj. Attendance (text), Current Attendance (text), Total Attendance (text), Ticket Totals (text).

The bottom of the screen features a navigation bar with tabs: Rooms, Equip, Meals, Labor, Financial, Tickets, Event Info, Custom, Ticklers, Presenter, Attachments. The "Tickets" tab is currently selected.

- ◆ Enter the date the Tickets go on Sale (Optional). Press <TAB>.
- ◆ Enter the Projected Attendance. Press <TAB>.
- ◆ Enter the Current Attendance. Press <TAB>.
- ◆ Enter the Total Attendance. Press <TAB>.
- ◆ Enter the Total from the Ticket sales. Press <TAB>.

Entering Additional Event Information

Click on the Event Info tab located on the bottom part of the Event Detail screen right next to the Tickets tab.

The screenshot shows the 'FASTbook 5.0 - Event Detail' window for Event # 6213. The 'Event Primary Fields' section includes: Name (Resource Test), Status (Firm), Coordinator (Jim Flagg), Client (K B O S), Expires, Contract (Matt), Contact (Paul Carter), Event Type (Meetings), and Location. The 'Event To / From Dates & Times' section shows Start Date (12/14/2002), End Date (12/14/2002), Start Time (00:00 AM), and End Time (05:00 PM). The 'External Interface Flags' section includes checkboxes for FASTbook Online, Public, Computerized Displays, and Private. The 'Additional Event Information' section contains: Insurance Carrier (Greenfield Insurance), Created (12/11/2002), Booked By (SUP), Insurance Coverage (\$500000.00), Updated (12/12/2002 07:04 AM), Updated By (SUP), Insurance Fee (\$250.00), Sales Rep (OPQRSTUwxyzAb), Net Sqft (258750), and Gross Sqft (300000). The bottom navigation bar shows tabs for Rooms, Equip, Meals, Labor, Financial, Tickets, Event Info, Custom, Ticklers, Presenter, and Attachments.

The top left part is the record tracking section. The date when the event was first created and the date and time the event was last updated are captured here.

- ◆ Enter the Name of the Insurance Carrier. (Optional). Press <TAB>.
- ◆ Enter the Insurance Coverage Amount. (Optional). Press <TAB>.
- ◆ Enter the Insurance Fee. (Optional). Press <TAB>.
- ◆ Enter the Net Square Feet of the room needed. Press <TAB>.
- ◆ Enter the Gross Square Feet of the room. Press <TAB>.

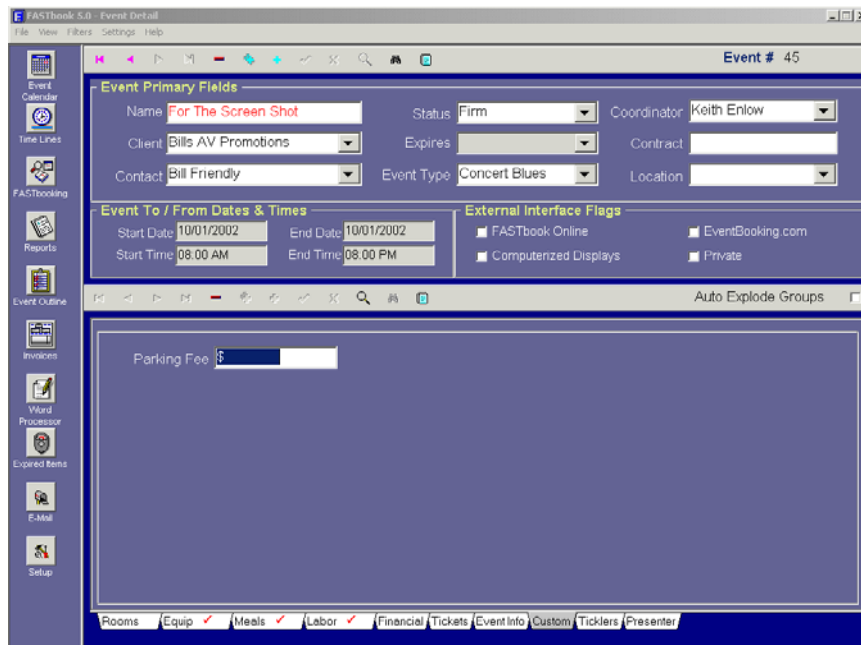
FASTbook will now calculate the Total Square Feet rate.

The Created date is the date the Event was created, the Updated date is the last date that the event changed. The Booked By is the person who booked the event and the Updated By is the last person to make a change to the event.

- ◆ Use the Sales Rep drop down box to select a Sales Rep for the event (Optional). Press the “Save” or Post edit button to save changes.

Entering Information In User Definable Fields

- ◆ Click on the Custom tab located on the bottom part of the Event Detail screen right next to the Event Info tab.



◆ Click in the first User Definable field and enter your customized item. The field is labeled with the item you have previously setup in the 'User Definable' screen in Setup's Center Profile (These fields are User Defined 1 thru 24). Press <TAB>.

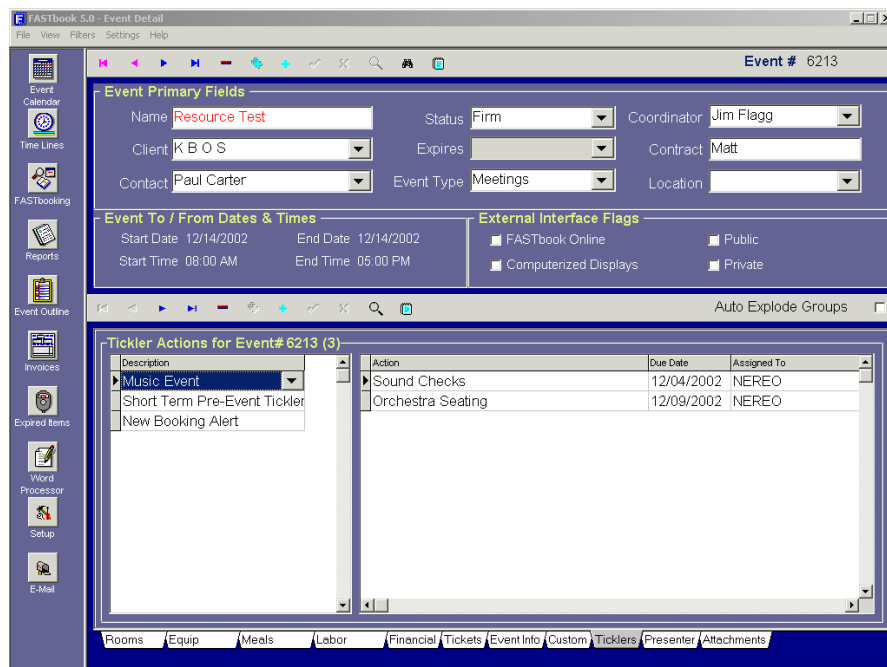
◆ Enter the second User Defined item. Press <TAB>.

◆ Press the "Save" or Post edit button to save changes.

Assigning Ticklers To Events

Ticklers are meant as reminders of the tasks associated with a particular event.

◆ Click on the Ticklers tab located on the bottom part of the Event Detail screen right next to the Custom tab.



◆ Pick the first Tickler you want to assign to the event from the dropdown list in the left table. Press <TAB>.

◆ Press <TAB> if you want to assign additional Ticklers, otherwise click on the SAVE button.

- ◆ The Tickler Actions will be immediately displayed in the table to the right.
- ◆ The name of the person responsible for the tickler is shown in the second column, the Due Date in the third one.



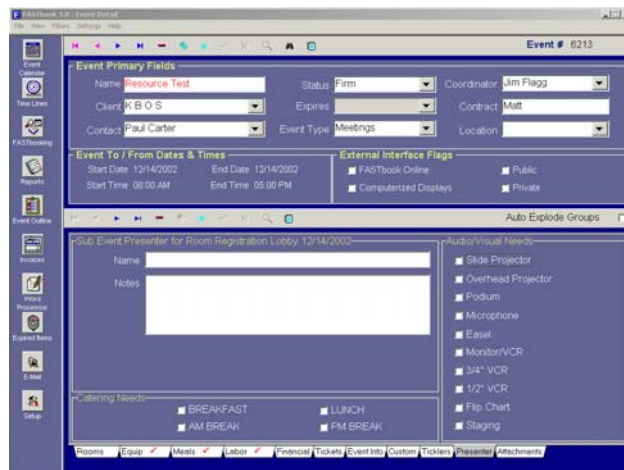
NOTE: FASTbook has automatically converted the days before and after the event into proper dates. The Days Away were previously defined in the Ticklers database in Setup.

Once Ticklers are assigned to an event, you can come back to this screen anytime and fill in the Date a Tickler Action was completed and by whom.

- ◆ Enter the Date the Action was completed. Press <TAB>.
- ◆ Pick the person who completed the task from the dropdown list. Press <TAB> or click on the SAVE button.

Scheduling A Presenter For A Room

- ◆ Place the cursor on the Start Date for the room you want to book a presenter for and click once, so that the date is highlighted.
- ◆ Click on the Presenter tab located at the bottom part of the Event Detail screen. The presenter page opens.



NOTE: There can be only one presenter per Sub Event.

- ◆ Enter the presenter's name. Press <TAB>.
- ◆ Mark all checkboxes in the audio/visual needs section that apply.



NOTE: The Checkboxes in the Audio/Visual section are user definable.

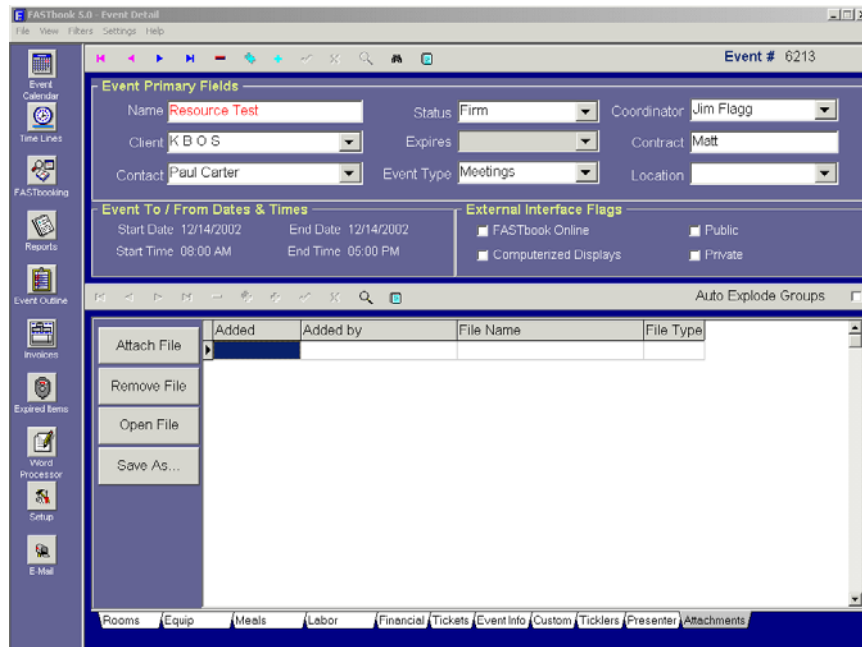
To customize the wording, you have to open Setup and make your changes in the Center Profile's 'User Defined II' screen.

- ◆ Mark all checkboxes in the catering needs section that apply.
- ◆ Click on the SAVE button in the bottom part of the navigational toolbox. The Date and Time field in the upper left corner of Event Detail will be updated for record tracking purposes.

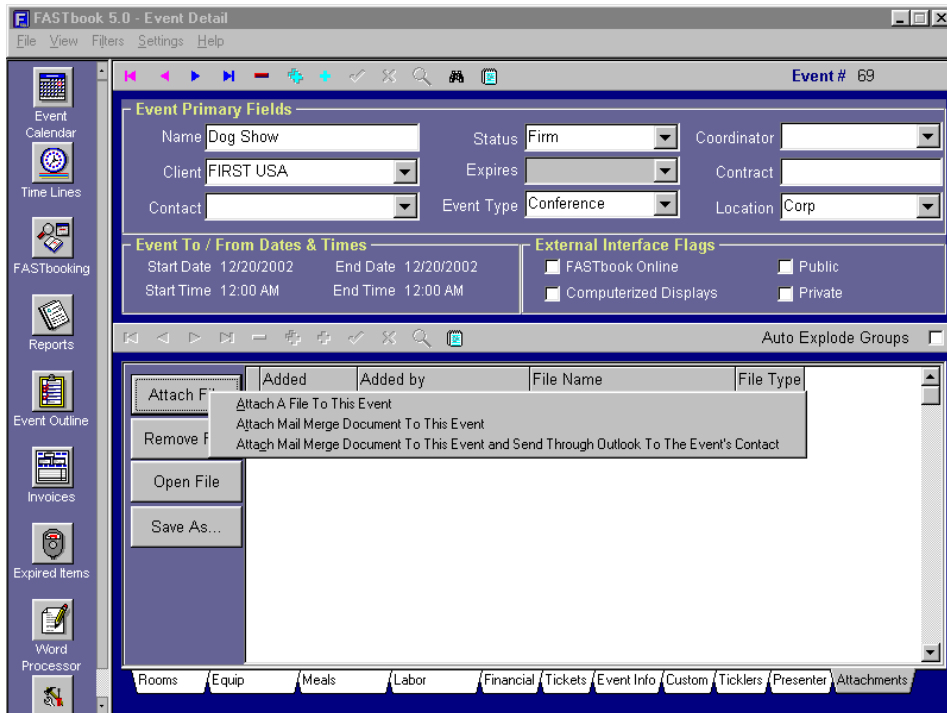
Attaching and sending files

Fastbook's attachment function will allow you to attach any file to the event or email any of the templates that you created in your word processor.

Click on the Attchments tab located at the bottom part of the Event Detail screen.



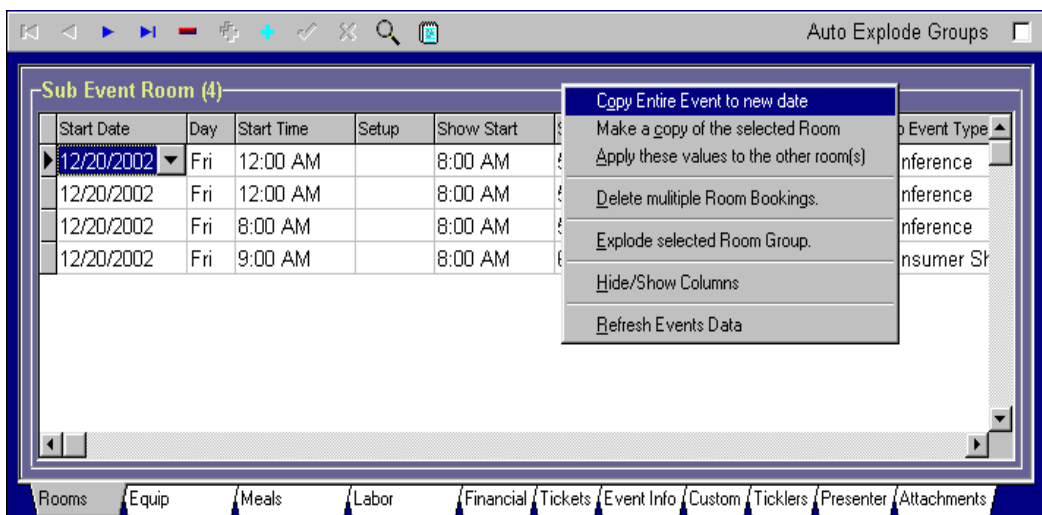
Click on the attach file button to pop-up a menu. You are given three choices, the first allows you to attach any file to the event. The second choice is to attach a merged word template to the document, make changes, save it and then right mouse click on it to email it to a client. The third choice is to email a merged word template to the client and attach a copy of it to the event.



Using the Copy Event Record function

FASTbook's copy event function will copy a complete event, room, equipment, meal, and labor information to a new event record.

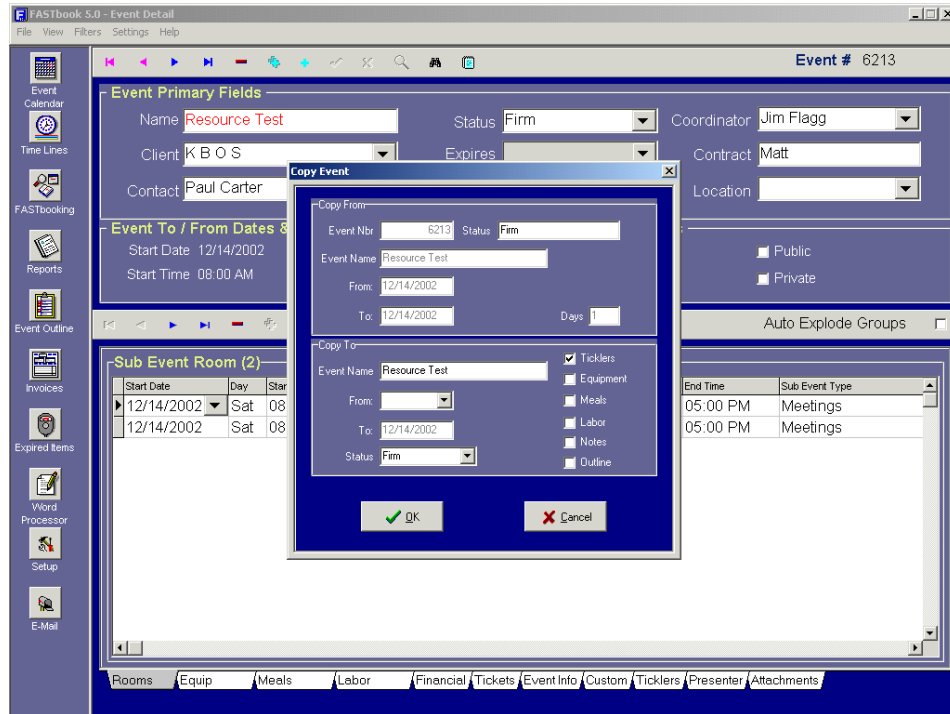
- ◆ Choose the event you wish to copy.



- ◆ Click with the right mouse button anywhere to popup a menu.

- ◆ Select the choice 'Copy Event Record'.

The copy event screen will popup.



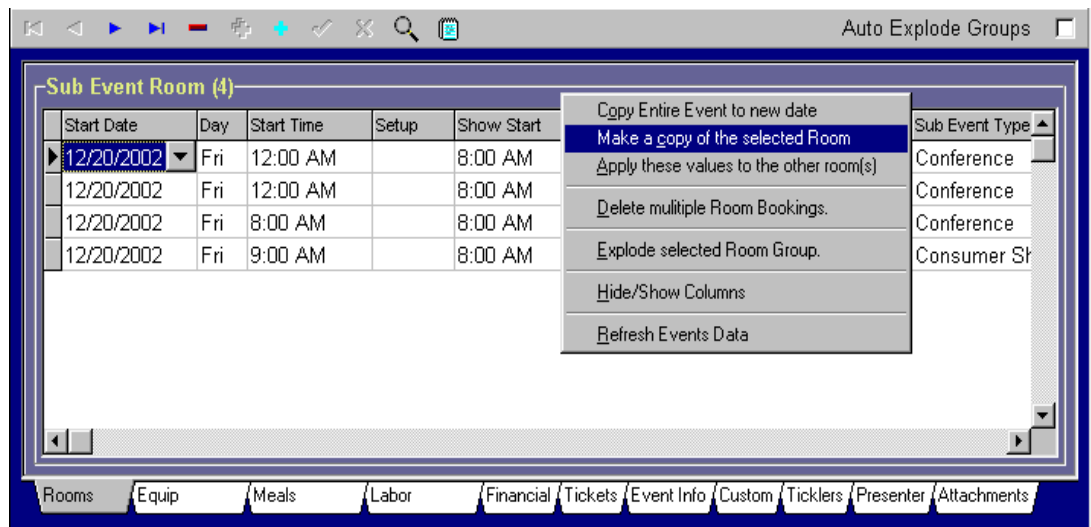
The top half of the copy event screen is the information you want to copy and the bottom half is the new event information that you are copying to.

- ◆ Enter a new event name if it is different than the old one. Type in the new start date and start time, <TAB> to status and select the status you want.
- ◆ If you have resources assigned to the event that need to be copied click on the appropriate checkbox(es).
- ◆ Click on the OK button after you reviewed the information you have entered and **FASTbook** will copy the information from the old event to the new event and assign it a new event number. The system will notify you of any room or equipment conflicts during the copy process.

Using the Copy Sub Event Edit function

FASTbook's copy Sub Event edit function will allow you to copy room, equipment, meal, and labor information to other selected rooms of the same event.

- ◆ Choose the Sub Event you wish to copy from by clicking on it. The cursor will move to the selected row.
- ◆ Click with the right mousebutton anywhere in that row to popup a menu.



- ◆ Select the third choice 'Copy Sub Event Edits'.

A screen will popup.

If your cursor was in the Start Date field when you made the right mouse click, the Checkbox for the Start Date will have an 'x' in it already. If you do not wish to copy the Start Date of the Sub Event, click on the checkbox to take the 'x' off.

Date	Room	Start Time	End Time
10/01/02	Ballroom C	08:00 AM	08:00 PM
10/01/02	Room A	08:00 AM	08:00 PM
10/01/02	Ballroom A	08:00 AM	08:00 PM
10/01/02	Room E	08:00 AM	08:00 PM

All rooms used for the event (except the currently selected one) are listed in the table on the left side.

The pertinent Event and Sub Event Information is displayed in the fields on the left side.

- ◆ Select all the information you want to copy by clicking on the appropriate checkboxes.
- ◆ Double click on the rooms you want the selected information to go to.

FASTbook will put a red checkmark in front of every selected room.

Example: You have changed the End Time and the Rate for the first Room in the Sub Event tab and you have assigned Equipment, Meals, and Labor to it. Once you have opened the Copyscreen, click on the checkboxes for End Time, Rate, Copy Equipment, Copy Meals, and Copy Labor. Then double click on the Rooms you want to copy the new information to. The rooms are listed in the table on the left side. Check the choices you have made carefully before you press the OK button.

Click on the OK button after you reviewed the information you have entered and **FASTbook** will copy all selected information to the appropriate rooms.



NOTE: If you checked one or more of the first four checkboxes (Start Date, Start Time, End Time, Room, etc.), **FASTbook** will check for conflicts and the room.

To quickly select several rooms without doubleclicking the mouse on each room, use the

SELECT ALL button. A red checkmark will be placed in front of each room name in the list.

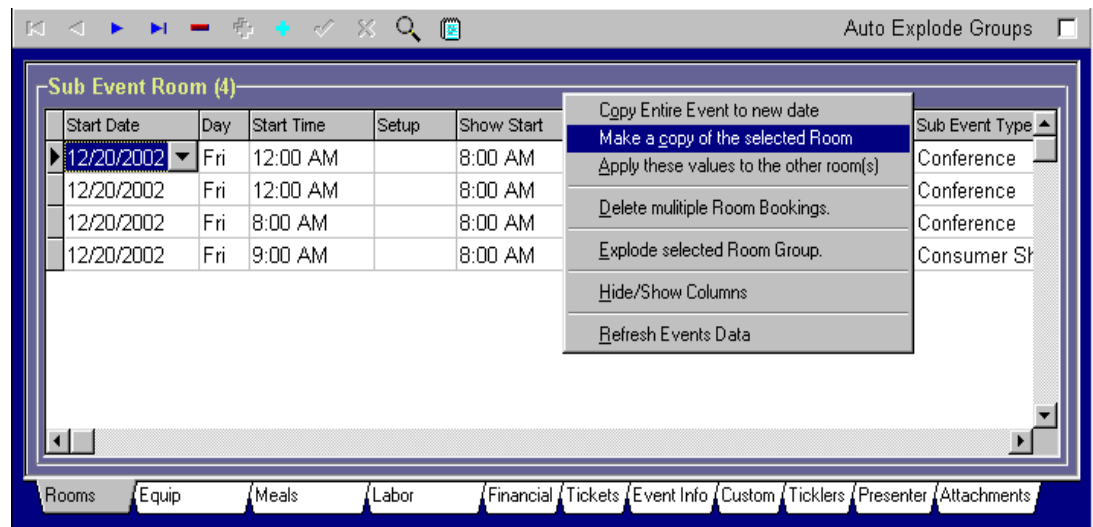
Use the UNSELECT ALL button to take the red checkmark off all selected rooms.

Using the Duplicate Sub Event Record function

FASTbook's duplicate Sub Event Record will allow you to reproduce room, equipment, meal and labor information to other Sub Events of the same event.

◆ Remain with the cursor in the Sub Event you wish to duplicate to other Sub Events.

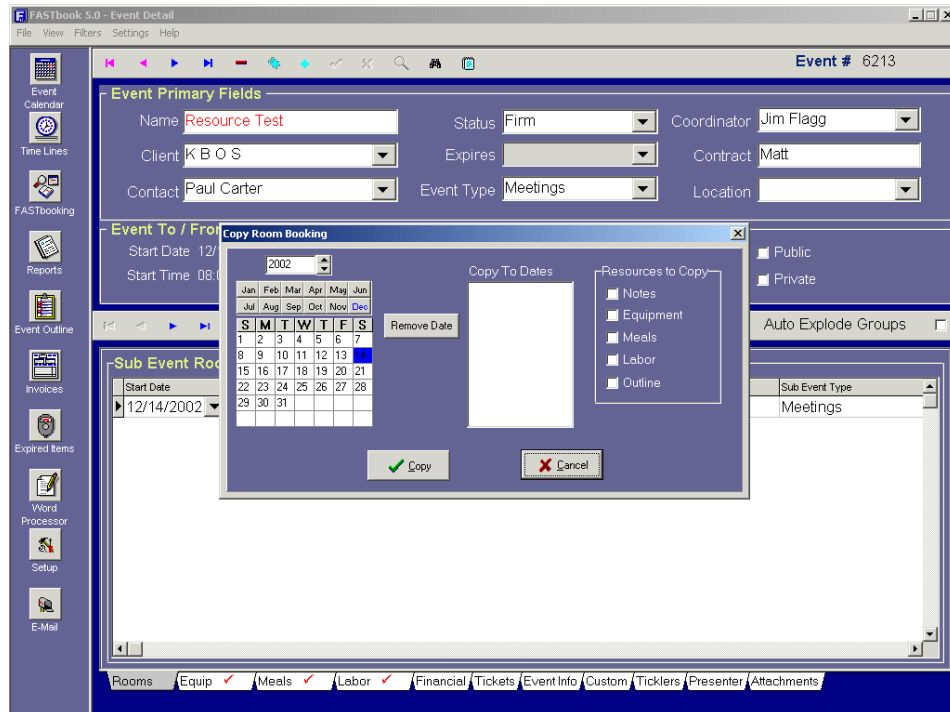
◆ Click with the right mousebutton anywhere in that row to popup a menu.



◆ Select 'Duplicate Sub Event Record'.

A screen will popup.

The date of selected Sub Event is highlighted on the calendar.



◆ If you want to duplicate a Sub Event for several days, simply point and click on the days you want to book. If you make a mistake, highlight the wrong date and select 'Remove Date'.

◆ If you have resources assigned to the Sub Event that need to be duplicated click on the appropriate checkbox(es) in the resource section.

◆ Click on the OK button after you have reviewed the information you have entered and **FASTbook** will duplicate the information for the appropriate rooms for the indicated number of days and attach the resources you have checked.

If you wanted the Sub Event notes to be copied, mark the appropriate checkbox, there will be notes for every resource after **FASTbook** has processed the booking.



NOTE: If there are any conflicts, like a room is already booked for another event, **FASTbook** will let you know by popping up a message. If a message was sent by **FASTbook**, you will have to check the Sub Events, because some rooms might not have been booked since they were in use already for other events.

Example: You have entered all required information for a Sub Event in the Rooms tab and you have assigned Equipment, Meals, and Labor. There are also notes for several resources. Since the event is taking place for five days in the same room with the same equipment and meals, **FASTbook's** duplicate function allows

you to duplicate the already entered information for four more days without entering the Sub Events line by line.

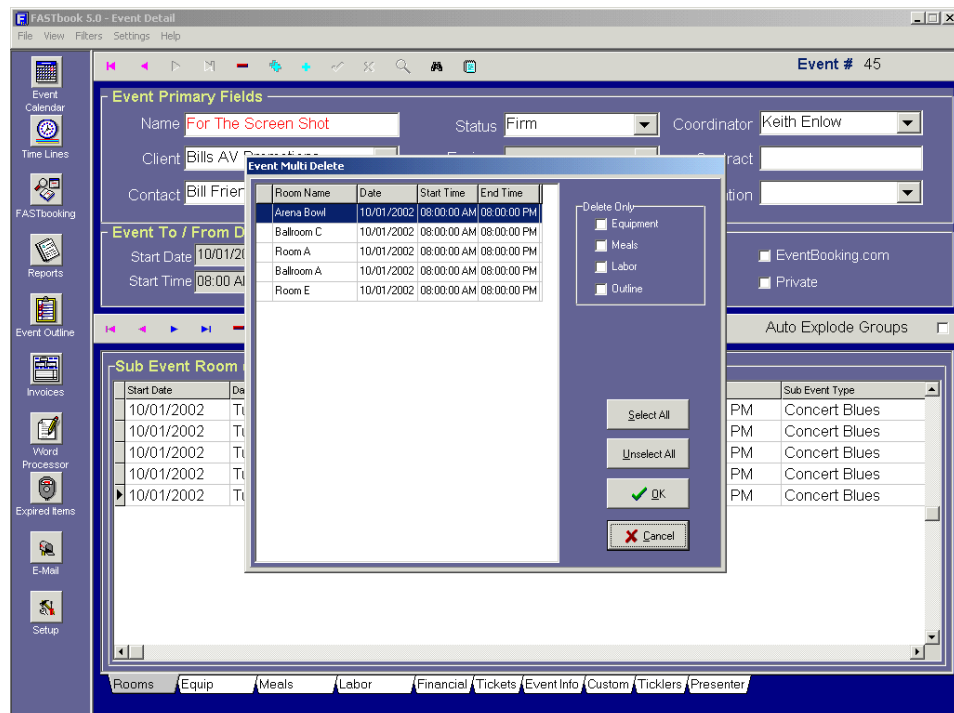
Once you open the Duplicatingscreen, click on the checkboxes for Notes, Rooms, Equipment, and Meals. Select the dates desired for the remaining four days. Check the choices you have made carefully before you press the OK button.

Using the multi Sub Event delete function

FASTbook's multiple delete Sub Event will allow to quickly remove room, equipment, meal, and labor information from an event.

- ◆ Move the cursor into the Sub Event rooms tab.
- ◆ Click with the right mousebutton anywhere in that row to popup a menu.
- ◆ Select 'Multi Sub Event Delete'.

A screen will popup. All the Sub Event rooms are listed in the table on the left side of the screen. On the right side you will see checkboxes for the other resources.



◆ If you want to delete Sub Events with all attached resources, do not click on any of the checkboxes. Doubleclick on the room(s) you want to delete to select it (them).

◆ Once the red checkmark is placed in front of the room name, click the OK button.

The room is now being deleted including the resources that were attached.

◆ If you want to remove equipment, meals or labor from Sub Events, click on the appropriate checkbox(es). Doubleclick on the room(s) you want to remove the resources from.

◆ Once the red checkmark(s) is (are) placed in front of the room name(s), click the OK button.

The appropriate resource is now being deleted from the room(s) you had selected.

To quickly select several rooms without doubleclicking the mouse on each room, use the SELECT ALL button. A red checkmark will be placed in front of each room name in the list.

Use the UNSELECT ALL button to take the red checkmark off all selected rooms.

Example: You have booked a room for one week. All Equipment is attached already, when the client decides to rent the equipment from another company. Instead of highlighting each room separately to then delete each individual piece of equipment, you can just open the multiple delete screen, select the room for each day (SELECT ALL button), and then click on the equipment checkbox. Press on the OK button to delete all equipment from all rooms booked.

Closing Event Detail

◆ Click on the Calendar icon on the tool bar to return to the Calendar, it is not necessary to close Event Detail when returning to Calendar.

If you forgot to save any of your entries in one or more of the 10 tabs, **FASTbook** will inform you of any unsaved changes before closing.

◆ Click on File on the menu bar, located above the toolbar, then select Exit to exit **FASTbook**.

◆ Choose Minimize from the title bar to minimize **FASTbook** for later use. Selecting Minimize will display two icons at the bottom of the screen: **FASTbook** and Event Detail.

Event Detail Notes



Invoice

FASTbook's Invoicing module allows the **FASTbook** User to generate an Invoice for each Event. From this module you are able to set up and the Event Invoice, set up tax codes, apply discounts, and charges, and assign or view payment information. You can access the invoice module from the Event Detail screen.

The Invoicing Screen

From the Event Detail screen clicking on the Invoice button in the toolbar on the left side of the screen. The Invoice screen will open with the invoice tab selected as the default.

Invoicing

INVOICE

EVENT NO. 6243 DATE 12/17/2002 INVOICE NO. 6243

Event Software
540 W. Iron Ave.
Suite 204
Mesa, AZ 85210

BILL TO
The CPA
14660 Main St
Mesa, AZ 85220
USA

SEND TO
Same

PO NO. TERMS START DATE 12/18/2002 END DATE 12/18/2002 ATTENDANCE

Description	Charges	Total
Equipment Charges	\$89.75	\$89.75
Labor Charges	\$460.00	\$460.00
Meal Charges	\$54450.00	\$54450.00
Room Charges	\$85000.00	\$85000.00

Non Tax Client

Memo

Total Due \$139,999.75
Payments \$99,999.75
Balance Due \$40,000.00

Invoice / Tax Codes / Discounts / Charges / Payments

Add
 Delete
 Save
 Cancel
 Zoom
 Print
 Close
 Recalc

The Invoice module window consists of five different information tabs: The Invoice tab, the Tax Code tab, the Discounts tab, the Charges tab, and the Payments tab. The tabs on the bottom of the window allow for navigation between pages.

Creating An Invoice

When you select the Invoice button, the invoice information will be shown for the Event currently open in “Event Detail”. To change the information displayed in the Invoice, go to “Event Detail” and navigate to the Event you wish to view information about.

Fastbook will populate the invoice fields with all the current charge information for the selected event. (Note: All current charges will be displayed regardless of whether or not a Invoice for the the Event has been previously printed.) All of the populated fields are editable from within Invoice except for the Event Number, the Sender Information (your facilities name and address), and the start and end date of the event.

Invoicing

EVENT NO. 6243 **INVOICE** **DATE** 12/17/2002 **INVOICE NO.** 6243

Event Software
540 W. Iron Ave.
Suite 204
Mesa, AZ 85210

BILL TO
The CPA
14660 Main St
Mesa, AZ 85220
USA

SEND TO
Same

PO NO.	TERMS	START DATE	END DATE	ATTENDANCE
		12/18/2002	12/18/2002	

Description	Charges	Total
Equipment Charges	\$89.75	\$89.75
Labor Charges	\$460.00	\$460.00
Meal Charges	\$54450.00	\$54450.00
Room Charges	\$85000.00	\$85000.00

Non Tax Client

Memo: _____

Total Due: \$139,999.75
Payments: \$99,999.75
Balance Due: \$40,000.00

Invoice | Tax Codes | Discounts | Charges | Payments

◆ To begin editing the invoice, select the date of the invoice from the drop down box near the top of the screen. It is intended to be the date when the invoice is sent out. The default is today's date.

◆ Enter an invoice number. The default is the event number but can be changed if another numbering convention is desired.

◆ If the Billing Address is not correct, make the necessary corrections and then press <TAB> to move to the next field.

◆ If you need to add a Shipping Address that varies from the Client's Billing Address, do so by entering the information in the "Send To" field. If the Shipping Address is the same as the Billing Address, press <TAB> to go to the next field.

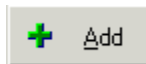
◆ Enter the Purchase Order Number (Optional) and then press <TAB> to move to the next field.

◆ The terms field defines your standard billing policy and can be set up in the Tax Code tab. To make changes to the terms field click on the "Tax Code" tab and enter the information in the "Default Terms" field. This information will then appear in the terms field of the invoice. Press <TAB> to move to the next field.

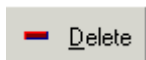
◆ Event Start Date, the Event End Date, and the Attendance field are skipped. **FASTbook** pulls the information for those three fields from Event Detail. They cannot be altered by the user in the Invoice section.

◆ To enter a line item in the table, click on the combo box in the first field and select an item from the list. All of the charges and discounts associated with the event item that you selected will appear in the table automatically.

◆ The "Tax Codes", "Discounts", "Charges", and "Payments" tabs are designed for the customization of bills for different clients, but if you need to make changes to any of the fields in the table, you can do so manually. The invoice information will change to reflect manual entries made by you.



• Click on the ADD to add a description and charge to the Invoice table.



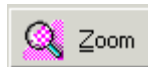
• Click on the DELETE button to delete a description and charge from the Invoice table.



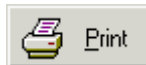
- Click on the SAVE button to save the invoice currently on the screen to the database.



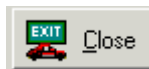
- Click on the CANCEL to undo any entry you made if you haven't saved it already.



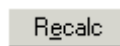
- Click on the ZOOM button to pop up a secondary window showing all details about the invoice item. If the item that is selected does not have ZOOM capabilities then the button will be grayed out.



- Click on the PRINT button to print the invoice currently on the screen.



- Click on the CLOSE button to exit the invoice module and return to **FASTbook's** Calendar or Event Detail screen.



- Click on the RECALCULATE button to refresh the calculation after changes have been made to the invoice.

Remember: Pressing <TAB> in a table if the cursor is in the last field in of line will automatically save your entry.

FASTbook will save the record and insert a new line.



NOTE: For the Room, Equipment, Meals, and Labor Charges, the ZOOM button is colored.

- ◆ Click on the ZOOM button while the cursor is on one of the resources.

A screen will pop up listing a resource in an exploded version so that you can see exactly what equipment, room, meal, or labor was booked. The single cost of each item will be displayed.

- ◆ Press the EXIT button to return to the invoice screen.
- ◆ Enter the next line item by clicking on the combo box and selecting an item from the list. Press <TAB> after each entry.
- ◆ Proceed until all necessary items for the invoice are in the description column.



NOTE: For user defined line items, you must enter the cost manually and then press <TAB>.

FASTbook recalculates the Total Invoice amount as you enter more line items.

If you want to enter a short note, click in the memo field, type the remark, and press the SAVE button located above the CANCEL button.

When first completing an invoice the Total and Balance Due fields will contain the same amount. Once the client makes payments that are registered in the payment window, the Balance Due amount will decrease.

After making the desired changes to the invoice, click on the “Tax Code” tab to proceed to the next section or use the CLOSE button to close the Invoice module. (Note: Changes to Tax Code information will be applied to all Invoices in the future.)

Setting Up Tax Codes

To change Tax Rates for all invoices, click on the “Tax Code” tab to proceed to the next section or use the CLOSE button to close the Invoice module. (Note: Changes to Tax Code information will be applied to all Invoices in the future.)

- ◆ From inside the Invoice Module, click on the Tax Codes Tab to access the setup for different tax codes at your facility.
- ◆ The Tax Codes are at the top center of the screen.

The screenshot shows the 'Invoicing' window with the following configuration:

Tax Table

Tax A	State	at	1.5	%
Tax B	Federal	at	7.5	%
Tax C	Sur	at	1.5	%
Tax D		at		%

Default Terms: Net 30

Select Available Databases

- EVENT CHARGES
- ROOM CHARGES
- EQUIPMENT CHARGES
- MEAL CHARGES
- LABOR CHARGES

User Definable Items

Description	Tax A	Tax B	Tax C	Tax D
Client Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal Value Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Room Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigation buttons: First, Previous, Next, Last, Insert, Delete, Save, Cancel, Close.

Bottom tabs: Invoice, Tax Codes, Discounts, Charges, Payments.

To define a tax code type the description name in the description field located next to Tax A. Press <TAB> or click with the mouse on the next field.

Type in the tax percentage associated with the description and then press <TAB> to move to the next field.

Define the second tax code. Press <TAB> after each entry.

When all the tax codes have been defined, type the default billing term in the appropriate field (e.g. Due upon receipt, net 10, net 30). It will always be shown in the invoice, but can be changed at the tax code or invoice level.

Select the names of the modules in the “Select Available databases” section to be included in the user definable line item list by clicking on the appropriate checkboxes. **FASTbook** will retrieve the applicable information from those databases.

To designate the applicable tax codes for each item in the “User Defined Items” section, click on the checkbox located under the letter of the code you wish to assign, or tab to move to a box and press the space bar.

You will be able to assign more than one tax to a line item.

To create and add new line items, simply press the Insert button to put the cursor on an empty line.

Type in the description for the item and assign the applicable tax codes.

All buttons in the Tax Codes screen apply to the User Definable Items list.

FIRST will highlight the first line in the table.

PREVIOUS will put the cursor on the line above the one you have currently highlighted.

NEXT will highlight the line below the current one.

LAST will move the cursor to the last record in the list.

INSERT will insert a new line above the currently highlighted one. Clicking INSERT will **not** clear the screen.

SAVE will save the Tax Table and the Line Items.

CANCEL will undo any entry you made if you haven't saved it already.



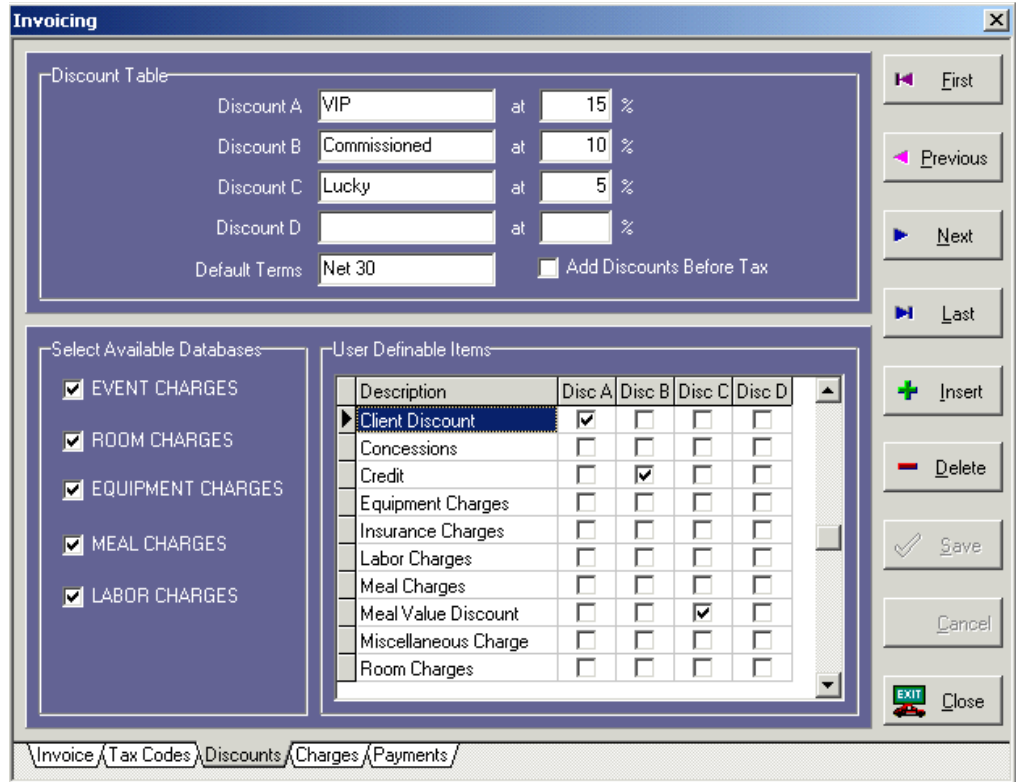
NOTE: Once the initial setup of the Invoice module has been completed, changing the tax codes is not retroactive.

Click on the invoice tab to return to the invoice

Entering Discounts

To make any desired changes to the invoice discounts, click on the “Discounts”. (Note: Changes to Discount information will be applied to all Invoices in the future.)

- ◆ Click on the Discounts Tab to access the setup for different discounts.
- ◆ The discount fields are at the top center of the screen.



- ◆ To define a discount category, type the description name in the description field located next to Discount A. label. Press <TAB> or click with the mouse on the next field.
- ◆ Type in the discount percentage associated with the description. Press <TAB>.
- ◆ Define the second discount category. Press <TAB> after each entry.
- ◆ When all the discount categories have been defined, type the default billing term in the appropriate field (e.g. Due upon receipt, net 10, net 30) if it was not entered previously. It will always be shown in the invoice, but can be changed at the discount, charges, tax or invoice level.
- ◆ Select the names of the modules in the available database section to be included in the user definable line item list by clicking on the appropriate checkboxes. **FASTbook** will retrieve the applicable information from those databases.

◆ To designate the applicable Discount categories for each item in the “User Defined Items” section, click on the checkbox located under the letter of the category you wish to assign, or tab to move to a box and press the space bar.

You will be able to assign more than one discount to a line item.

◆ To create and add new line items, simply press the Insert button to put the cursor on an empty line.

◆ Type in the description for the item and assign the applicable Discount categories.

◆ All buttons in the Discount screen apply to the User Definable Items list.

FIRST will highlight the first line in the table.

PREVIOUS will put the cursor on the line above the one you have currently highlighted.

NEXT will highlight the line below the current one.

LAST will move the cursor to the last record in the list.

INSERT will insert a new line above the currently highlighted one. Clicking INSERT will **not** clear the screen.

SAVE will save the Discount Table and the Line Items.

CANCEL will undo any entry you made if you haven't saved it already.



NOTE: Once the initial setup of the Invoice module has been completed, changing the Discount Categories is not retroactive.

Click on the invoice tab to return to the invoice.

Entering Charges

To make any desired changes to the invoice charges, click on the “Charges”. (Note: Changes to Charges information will be applied to all Invoices in the future.)

◆ Click on the Charges Tab to access the setup for different Charge Categories.

◆ The Charges fields are at the top center of the screen.

Charge Table

Charge A: Extra Level 1 at 15 %
 Charge B: Extra Level 2 at 10 %
 Charge C: Extra Level 3 at 5 %
 Charge D: at %

Default Terms: Net 10 Add Charges Before Tax

Select Available Databases

- EVENT CHARGES
- ROOM CHARGES
- EQUIPMENT CHARGES
- MEAL CHARGES
- LABOR CHARGES

User Definable Items

Description	Chr A	Chr B	Chr C	Chr D
Client Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meal Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal Value Discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigation: Invoice / Tax Codes / Discounts / Charges / Payments

Buttons: First, Previous, Next, Last, Insert, Delete, Save, Cancel, Close

To define a Charge category, type the description name in the description field located next to Charge A label. Press <TAB> or click with the mouse on the next field.

- ◆ Type in the Charge percentage associated with the description. Press <TAB>.
- ◆ Define the second Charge category. Press <TAB> after each entry.
- ◆ When all the Charge categories have been defined, type the default billing term in the appropriate field (e.g. Due upon receipt, net 10, net 30) if it was not entered previously. It will always be shown in the invoice, but can be changed at the Charge, Discount, Tax or invoice level.
- ◆ Select the names of the modules in the available database section to be included in the user definable line item list by clicking on the appropriate checkboxes. **FASTbook** will retrieve the applicable information from those databases.
- ◆ To designate the applicable Charge categories for each item in the “User Defined Items” section, click on the checkbox located under the letter of the category you wish to assign, or tab to move to a box and press the space bar.

You will be able to assign more than one Charge to a line item.

◆ To create and add new line items, simply press the Insert button to put the cursor on an empty line.

◆ Type in the description for the item and assign the applicable Charge categories.

◆ All buttons in the Charge screen apply to the User Definable Items list.

FIRST will highlight the first line in the table.

PREVIOUS will put the cursor on the line above the one you have currently highlighted.

NEXT will highlight the line below the current one.

LAST will move the cursor to the last record in the list.

INSERT will insert a new line above the currently highlighted one. Clicking INSERT will **not** clear the screen.

SAVE will save the Charge Table and the Line Items.

CANCEL will undo any entry you made if you haven't saved it already.



NOTE: Once the initial setup of the Invoice module has been completed, changing the Charge Categories is not retroactive.

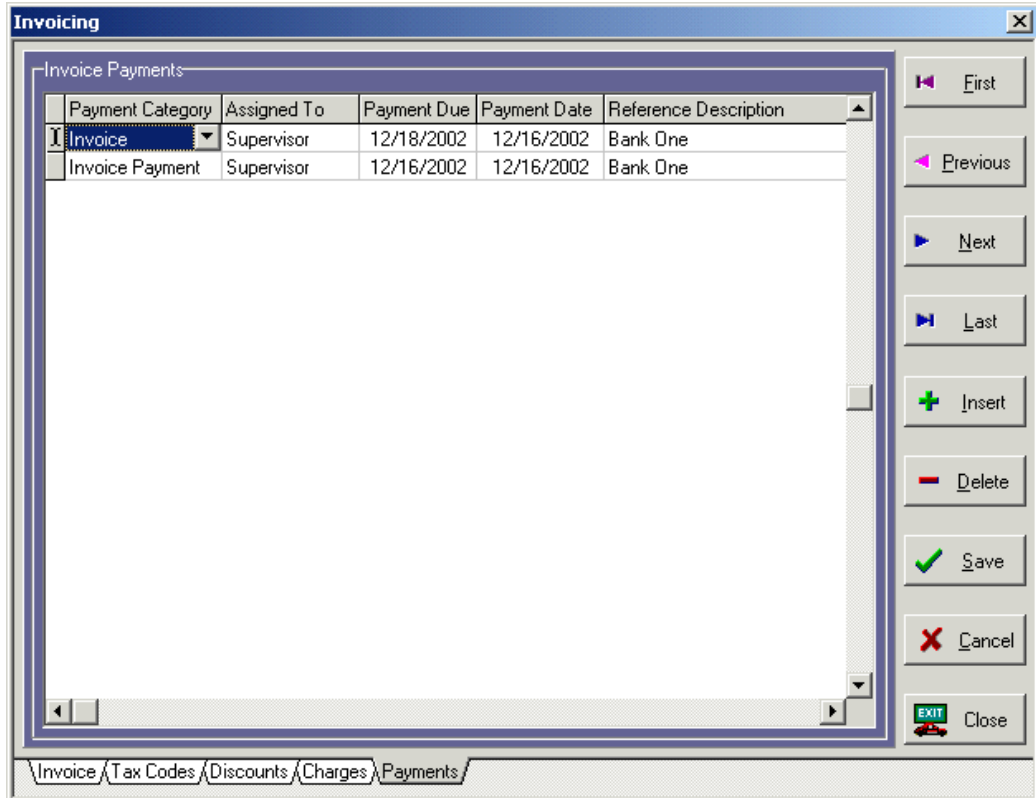
Click on the invoice tab to return to the invoice.

Entering Payments

Click on the Payments Tab to access the payments form. The cursor will be on the Payment Date field.

Select the “Payment Category” from the drop down box. Press <TAB>.

Select the Individual responsible for collecting the payment in the “Assigned To” field. Press <TAB>.



Enter the Payment Due Date. Press <TAB>.

Enter the Payment Date (When the payment has been received). Press <TAB>.

Enter the Reference Description. Press <TAB>.

Enter the Amount Due. Press <TAB>.

Enter the Amount Paid. Press <TAB>.

Enter the Payment Type. Press <TAB>.

FASTbook automatically updates the Payment Total and the Balance Due.



NOTE: If the first payment is made before an invoice is created, like a deposit amount, the Balance due amount will have an indicator to show that the amount is negative.

The negative amount will be displayed in the way it is set up in your Windows Control Panel in the International subscreen. Consult your Microsoft Windows manual for further instructions.

- ◆ Choose Close to exit the Invoicing Module.



Word Processor

The Word Processor can be accessed from Event Detail. This module uses the functionality of Mail Merge and MS query word processor that can be used to type up a simple letter or you can setup all of your documents that you use for your events. A key feature of **FASTbook's** Word Processor is that you can setup Templates with form fields and then merge the information from the Event to the template and print it or E-Mail it in seconds. If you have documents that you currently use saved in your word processor, you can open them into **FASTbook's** word processor, add the fields you require and then save them as templates.

- ◆ Press the Word Processor button in Event Detail.

The Word Processor Module opens with the Word Processor screen active. You can begin typing, just as you would in any other word processor.

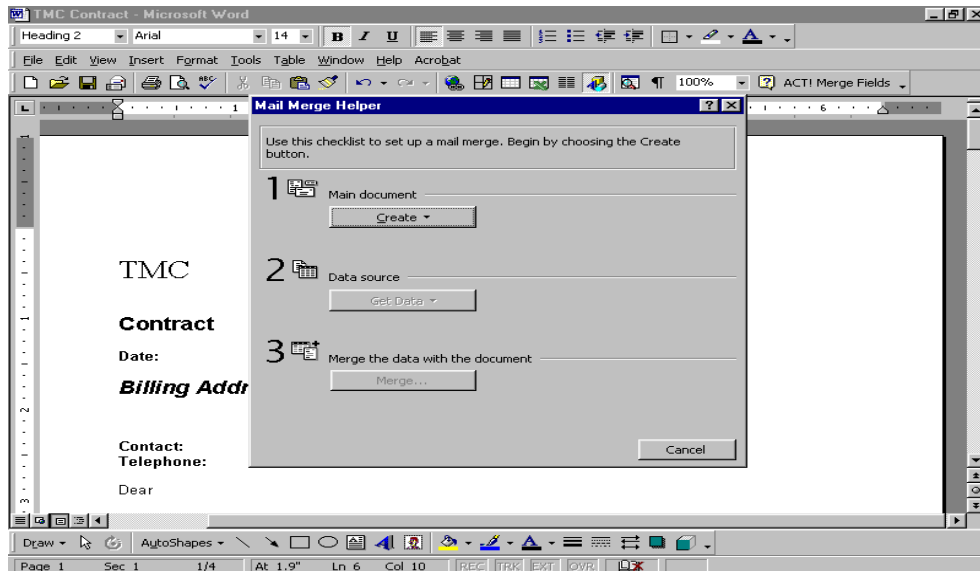
- ◆ To add Form fields to your document follow the directions below.

Creating a Main Document for a Form Letter

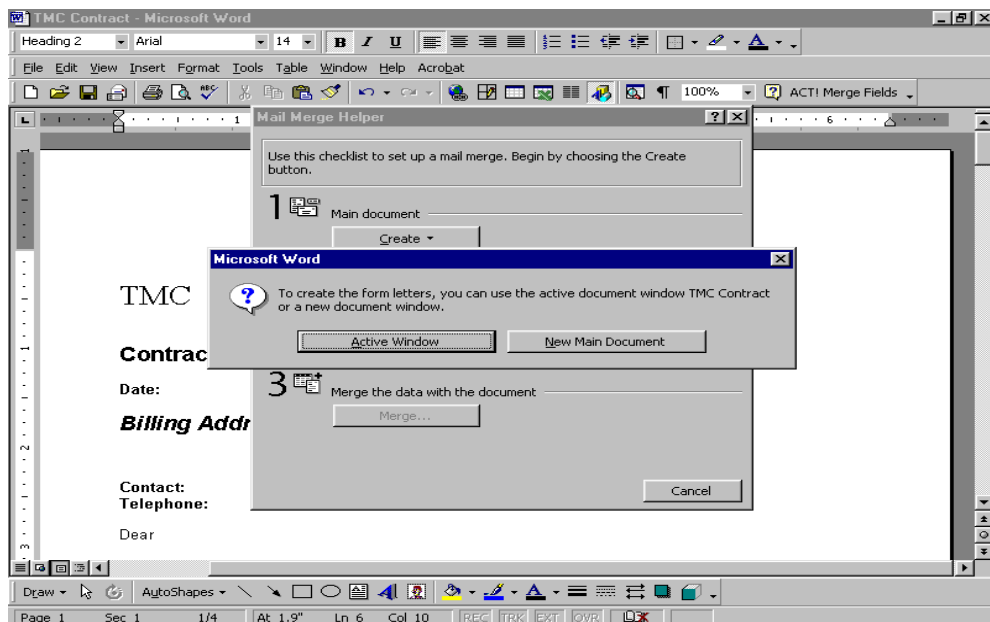
The first step in creating a form letter in Fastbook's word processor is to open the document you will use as the *main document*. The main document contains the text, punctuation, spaces, graphics, and other information you want to be the same in each form letter.

To set up a form letter main document

- ◆ Open the document you want to use as the main document.
- ◆ You can open an existing letter, or you can begin a new letter based on a template you select.
- ◆ From the Tools menu, choose Mail Merge.
- ◆ Under Main Document, choose the Create button, and then choose Form Letters.



◆ Choose the Active Window Button.



◆ Under the Create button, word displays the type of merge it will perform and the name of the main document.

Specifying the Data Source

To indicate which information you want to merge with the main document for the form letter, you must specify the *data source*. The data source contains the information that can vary in each version of a form letter, such as names and

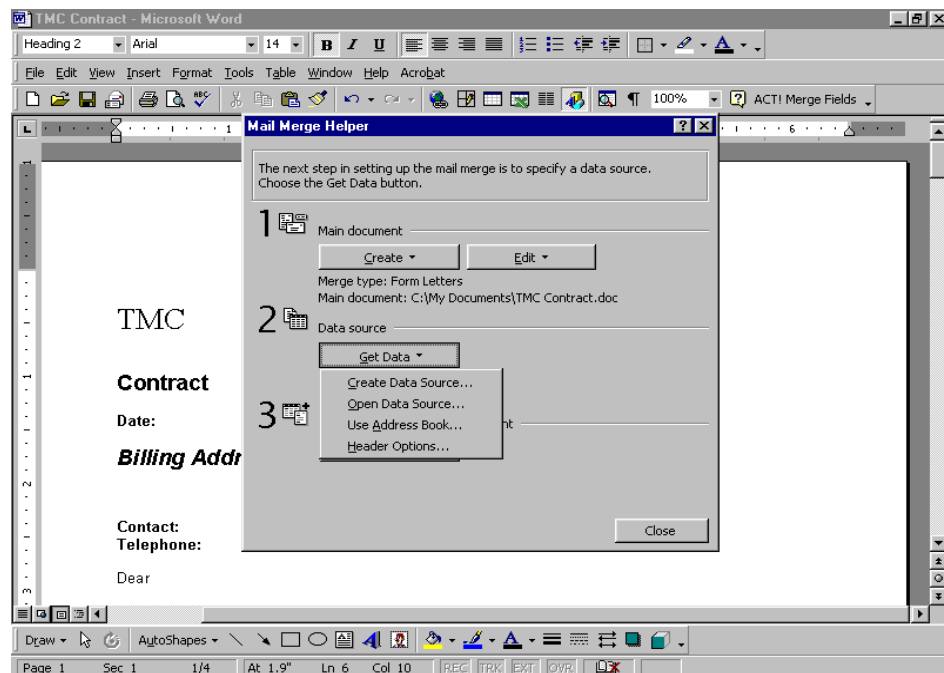
addresses. You can open an existing data source created in Word, or you can create a new data source and fill in the addressee information.

◆ Opening an Existing Data Source

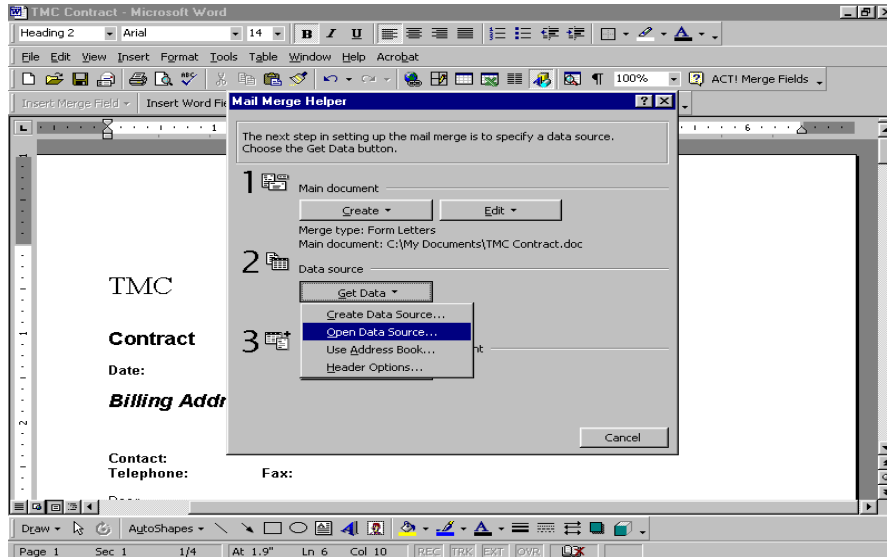
If addressee information has already been set up in a Word document, you can open that document and use it as your data source. If the data records are not set up in a Word table, they must be organized in separate paragraphs with tab characters or commas separating the data fields.

◆ To open an existing data source

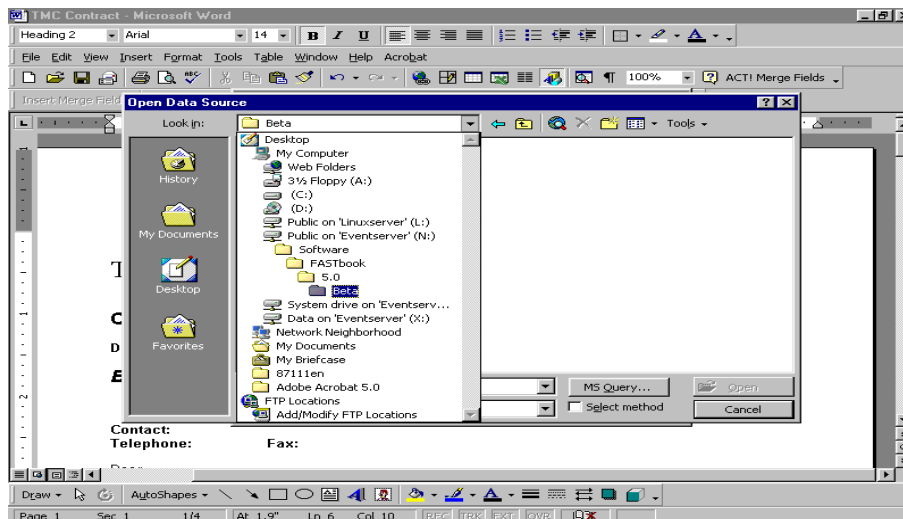
◆ In the Mail Merge Helper dialog box, choose the Get Data button under Data Source



◆ Choose Open Data Source.



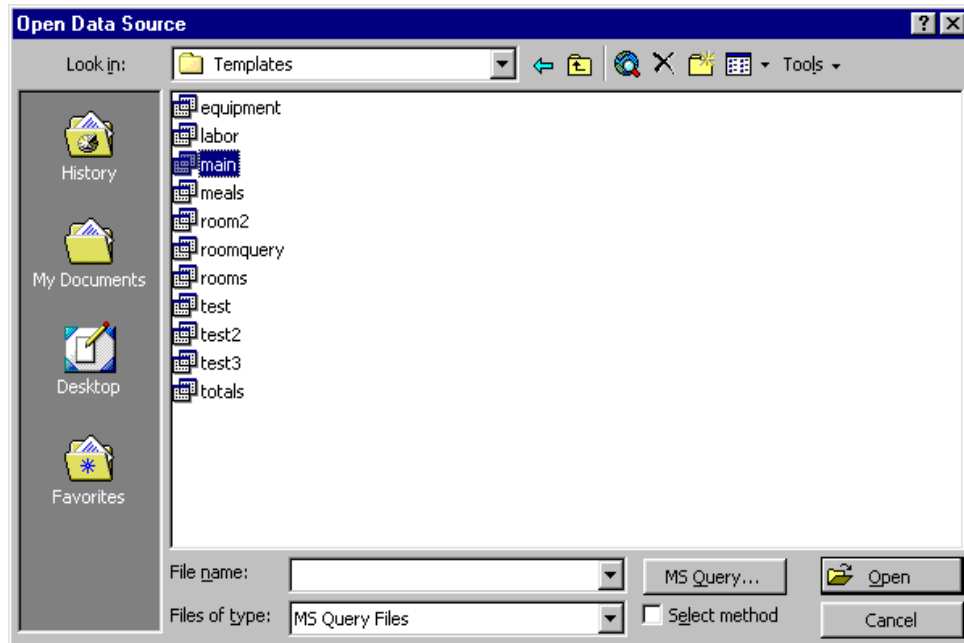
◆ From the list of files in the dialog box, select the data source you want to use, and then choose the open button, example: F:\FBWin50\programs\templates



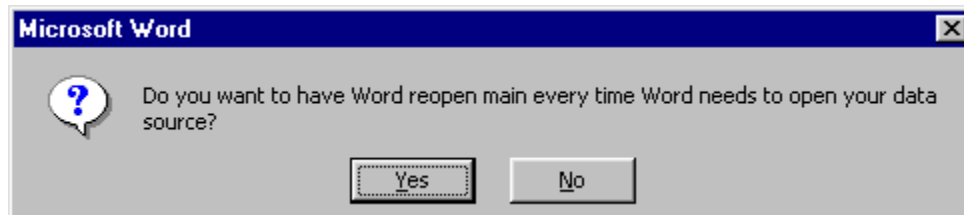
◆ If the data source is not listed, select the appropriate drive and directory, or volume and folder. Then select the appropriate option in the List Files Of Type box (MS Query Files).

◆ In your Open Data Source, Look In: should say Templates and your Files of type box should have (MS Query Files)

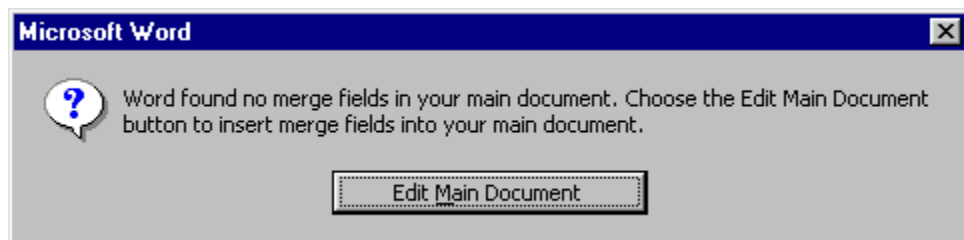
- ◆ Select the “Main” Document folder and choose the open button.



- ◆ Select the yes button to connect your template to your Fastbook data each time it opens.



- ◆ Next Select Edit Main Document



- ◆ Click on the pull down menu under Insert Merge Field. Select the fields you need for your document by clicking on them to place them in your document.



NOTE: Be sure to save your document as a template before merging it with an Event. After saving, you can select the Merge button to complete the template.



Event Outline

The Event Outline can be accessed from Event Detail. This module is used to create a detailed outline of everything that is to take place for an event. The Event Outline can be printed out by itself or may be attached to the Event Information printout.

Room Information				
Date	Start	End	Room	Sub-Event Name
12/22/2002	8:00 AM	11:59 PM	Arena All	

Outline Information				
Description	Outline Date	Start Time	End Time	Notes
Set Climate Controls	12/22/2002	3:00 PM	11:59 PM	
Test Sound System	12/22/2002	4:00 PM	4:00 PM	
Box Office Open	12/22/2002	5:00 PM	7:30 PM	
Security in Place	12/22/2002	5:45 PM	11:59 PM	
Unlock doors	12/22/2002	6:00 PM	11:59 PM	Key's will be at front desk

- ◆ Press the Event Outline button in Event Detail. The button is located on the left side of the screen.
- ◆ The Event Outline Module opens showing all of the Sub Events for the event that you are working on.
- ◆ Click on the first Sub Event you want to outline.
- ◆ Click in the description area, pick a predefined outline description from the drop down list. Press <TAB>.

- ◆ Enter the start time. (Optional). Press <TAB>.
- ◆ Enter the end time. (Optional). Press <TAB>.
- ◆ Type in any comments you have in the notes area. Press <TAB>.

Continue the above process until outline is complete. System will sort by start time, then end time for a given Sub Event. This allows inclusion of additional items.

- ◆ Click on Print **FASTbook** then gives you the choice of previewing or printing your Event Outline.
- ◆ Click on close to return to Event Detail.



Reports

Overview

FASTbook Reports has over 2000 report combinations to help the FASTbook User easily and quickly print precisely the report desired. In this way, FASTbook Reports helps the FASTbook User communicate more effectively than ever before to customers, prospects, vendors and facility staff.

Providing reporting system that is easy to use, highly flexible and powerful has been achieved through a standard set of over 2-dozen (and constantly growing) **highly customizable standard report templates**. The main features of of the highly customizable standard report templates are:

- 1) Functional Groupings of Report Templates
- 2) Selectable Field Columns
- 3) 3-Levels of Row Sort Order Control
- 4) Single and Multiple Value Filtering Criteria

FASTbook Reports makes finding the right report template quick and easy. The **standard report templates are organized by business function** and grouped under the following common daily work activities of:

- 1) Calendar
- 2) Operations
- 3) Management
- 4) Financial

5) Custom

Once selected, each standard report template allows the FASTbook User to control report information content by providing from one to three **selectable field columns** on each report template. All selectable field columns allow FASTbook User to choose from a subset of standard FASTbook data fields. But even more, each report template provides the FASTbook User an option to choose from all User Defined data fields on one and often two of the "selectable field" columns.

After the standard report template's information content has been defined, each standard report template also gives the FASTbook User **control over the sort order** of the report. Each standard report template provides for User Control over the the 2nd, 3rd and 4th sort levels. Where appropriate the FASTbook User may also have control over the 1st sort level that determines the highest level report grouping of the report information. With control over sort order, the FASTbook User can display the report information in the most meaningful order possible to fit virtually any reporting need.

In addition to control over row sort order, each standard report template provides the FASTbook User with a **variety of single and multiple value filtering criteria**. The option to select from a variety of filtering criteria allows the FASTbook User to generate a report with exactly and precisely the information content required with no more and no less than is necessary.

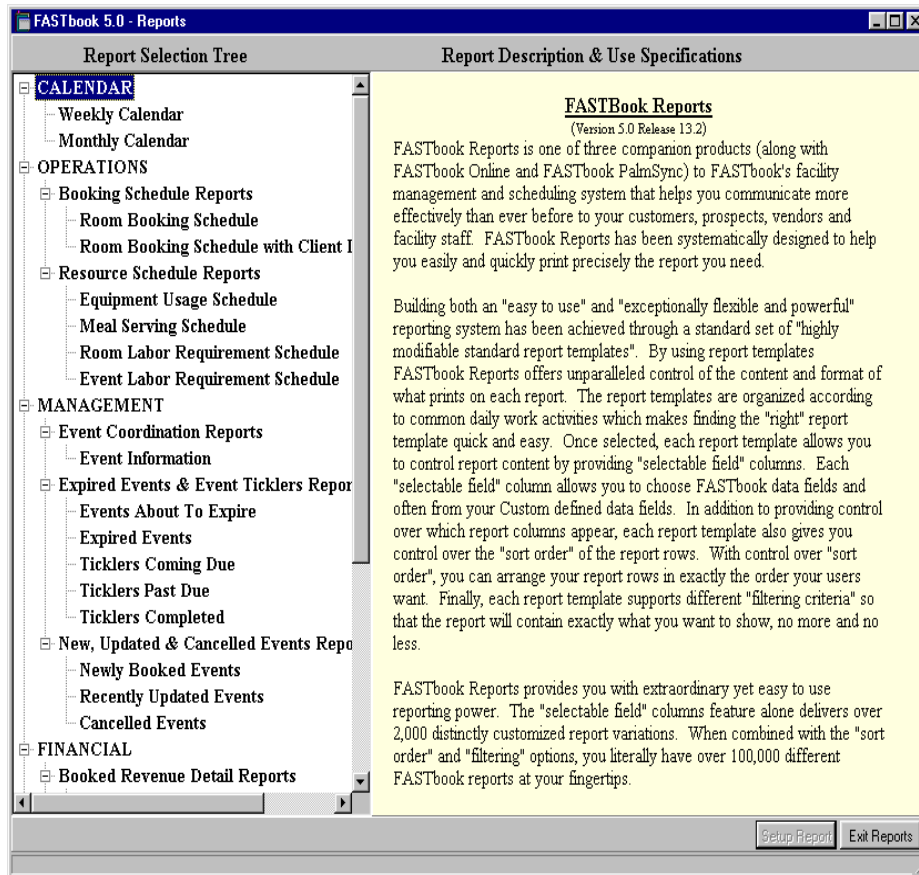
FASTbook 5.0 Reports provides the FASTbook User with exceptional and previously unavailable reporting power. The selectable field columns feature alone delivers over 2,000 distinctly customized report variations. When combined with the sort order and filtering options, the **FASTbook User literally has over 100,000 different FASTbook report variations** at their fingertips.

Finally, Event Software is always willing to explore development of a **Custom Report** whenever a Standard Report Template cannot meet a Customer's reporting requirements.

Selecting a report

FASTbook 5.0 Reports can be started one of two ways. Either click-on the **Reports Button** on the left side of the screen or go the file menu and select "Reports" under the view section.

Once the **Reports** has been selected, FASTbook 5.0 Reports will open with the **Report Selection Tree** on the left side and a **Report Description & Use Specification** on the right.



Notice that on initial entry into FASTbook Reports the **Setup Report** button in the lower right hand corner is grayed out or unavailable, i.e., the grayed out status indicates that clicking the button will have no effect. Also, notice by clicking on each **Report Selection Tree** node that every node has a unique description on the right hand side. **Note that only the lowest level nodes of the Report Selection tree are executable reports.** Therefore, selecting one of the lowest level nodes of the Report Selection Tree is the only way to change the **Setup Report** button text to black.

When the Setup Report button text is black, then an executable report has been selected and the FASTbook User may proceed to the Standard Report Template Setup screen by one of two methods. To proceed to the Standard Report Template Setup screen by one of two methods that is highlighted, the FASTbook User may either:

- ◆ Click on the report you want to run then Click the “Setup Report” button

Report Setup

Once the FASTbook User has selected a Standard Report Template, then the Report Setup for “selected report” Standard Report screen will appear.

Report Setup for "Booked Revenue By Event Number" Standard Report

Report Orientation & Paper Size

Portrait Letter Manual Feed # of Print Lines per Detail Line Print "Include" selection list(s) in Footnote #1

Landscape Legal

Report Column Layout & Sort Order

Columns: Room Booking Date Room Name Client Name Event Type Room Charges Equipment Charges Meal Charges Labor Charges

Sort Order: Event Name & Event# Room Booking Date Room Name Client Name Event Type Room Charges

Report Filtering & Selection Criteria

Event Number: All Event Name: All Client Name: All

Start Date: 1/3/2003 End Date: 2/2/2003

Location: All Status: Firm

Client Category:

Exclude: [Empty Box] Select > Remove < Select All >> Remove All <<

Include: City Use For Profit Not For Profit Standard

Event Type:

Exclude: [Empty Box] Select > Remove < Select All >> Remove All <<

Include: Banquet Bindery FUJI Concert Blues Concert Hip-hop Concert R & B Concert Rock Conference Consumer Show

Run Report Cancel Setup

The Report Setup for a Standard Report screen is the engine that allows the FASTbook User to define an almost unlimited variations of a Standard Report template and generate exactly the report they want. Each Report Setup section supports the major ways that we at Event Software have learned over the years that FASTbook Users want to customize the presentation of report content and layout.

The Report Setup screen is organized into 3 main sections.

- 1) Report Orientation & Paper Size
- 2) Report Column Layout & Sort Order

3) Report Filtering & Selection Criteria

Report Orientation & Page Size

The *Report Orientation & Page Size* is the topmost and first major section of the Report Setup for a Standard Report screen.

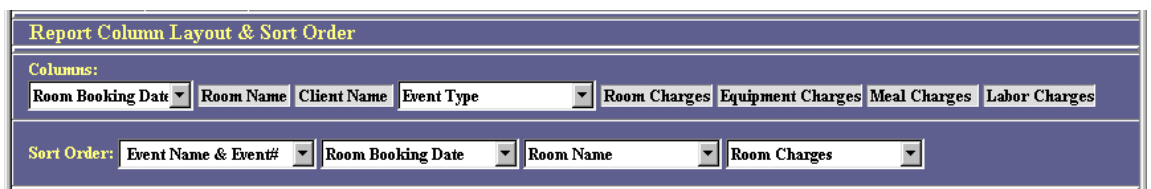


The Report Orientation & Page Size section allows the FASTbook User to select the

- 1) Print Orientation - Portrait and Landscape are generally available options. A few report templates limit Print Orientation to one or the other. Default Print Orientation is specific to each Report.
- 2) Paper Size - Letter and Legal Size are available options for both Print Orientations
- 3) Manual Feed - Useful when the default Printer has no Legal Size Paper bin and Manual Feed is the only option for printing on Legal Size Paper. Defaults to “unchecked”.
- 4) # of Print Lines per Detail Line - 2 or more (up to 4) is useful for “word wrapping” long Event, Client, Room Names, etc or when more “white space” is preferred. Defaults to 1.
- 5) Print "Include" selection list(s) in Footnote #1 - Supports printing all the “selected” values if documentation of the Selection Criteria is desired with the Report. Defaults to “unchecked”.

Report Column Layout & Sort Order

The **Report Column Layout & Sort Order** is the second major section of the Report Setup for a Standard Report screen.



The **Columns** area of the **Report Column Layout & Sort Order** section presents the columns of information that are available for printing on the Report.

The **Columns** area of each Report Column Layout & Sort Order section of the standard Report Template has the following characteristics:

- 1) Left to right order of column names - Match the order that the columns will actually appear on the report.
- 2) Gray background boxes - Represent static or constant columns that will always appear.
- 3) Selectable Columns - Represent User modifiable columns with from at least 2 to often up to a dozen selectable columns available. (Note: If the selectable column you want does not appear in the drop down list, please call us. We are always willing to consider adding additional selectable columns that are useful to our customers.)

The Sort Order area of the **Report Column Layout & Sort Order** section presents the columns that FASTbook User may select in order to alter the sequence order of row information that will print on the final report.



Quite often the default values will satisfy most reporting requirements. In those cases where a different sort order will present the information in a more meaningful way, click on a selectable field to view the sort options available to you. Select the sort order from each one of the selectable fields that you want for the report.

Report Column Filtering & Selection Criteria

The **Report Column Filtering & Selection Criteria** is the third and last major section of the Report Setup for a Standard Report screen.

Report Filtering & Selection Criteria		
Event Number:	All	Event Name: All
Client Name:	All	
Start Date:	1/6/2003	End Date: 2/5/2003
Location:	All	Status: Firm
Client Category:	Exclude: <input type="text"/>	Include: City Use For Profit Not For Profit Standard
	Select > Remove < Select All >> Remove All <<	
Event Type:	Exclude: <input type="text"/>	Include: Banquet Bindery FUJI Concert Blues Concert Hip-hop Concert R & B Concert Rock Conference Consumer Show
	Select > Remove < Select All >> Remove All <<	

The Report Column Filtering & Selection Criteria section of the report setup screen will allow you to filter on different criteria and has the following characteristics:

- 1) Single Value Filters - Provide the ability to filter report information content by from 3 to 6-major columns. (Note: If the single value filter you want does not appear, please call us. We are always willing to consider adding additional filters that are useful to our customers.)
- 2) Date or Date Range - Filtering by a specific date or a Date Range, i.e., start and end dates, which are included in the selection. All of the date ranges in the reports section are can be changed to meet your needs. Default ranges are set, but the report setup screen for every report gives you the option to change the dates the report will use.
- 3) Multiple Value Filters - Provide the ability to filter report information content by from 1 or 2 multiple value filters that allow the selection of one or more and any combination of values.

Once all the Report Setup for a Standard Report has been completed, then clicking the **Run Report button** in the lower right hand corner of the Report Setup for a Standard Report screen will execute the Report.

Report Preview

The Report will always appear in **Print Preview** mode.

Event Software
Booked Revenue By Event Number
January 6, 2003 through February 5, 2003
for All Locations and "Firm" Status
Sorted by Event Name & Event#, Room Booking Date, Room Name, Room Charges

Room		Client Name	Event Type	Room	Resource Charges		
Booking Date	Room Name				Equipment	Meals	Labor
<i>Doerr - 74</i>							
20-Jan-2003	Ballroom A & B Room E	Dennis Will	Meeting		\$275.00	\$23.00	
03-Feb-2003	Ballroom A & B Room E						
				Event Subtotal Charges:	\$0.00	\$275.00	\$23.00
				Event Total Charges:	\$298.00		
<i>Heavy O. and the Live Jam Crew - 24</i>							
10-Jan-2003	Arena All Ballroom A	Event Software	Concert Hip-hop	\$10,000.00			
11-Jan-2003	Arena All Ballroom A						
12-Jan-2003	Arena All Ballroom A						
				Event Subtotal Charges:	\$10,000.00	\$0.00	\$0.00
				Event Total Charges:	\$10,000.00		
<i>Thunderbird University - 42</i>							
07-Jan-2003	Ballroom B	Don Ho	Conference	\$700.00			
14-Jan-2003				\$700.00			
21-Jan-2003				\$700.00			
28-Jan-2003				\$700.00			
04-Feb-2003				\$700.00			
				Event Subtotal Charges:	\$3,500.00	\$0.00	\$0.00
				Event Total Charges:	\$3,500.00		
				Report Subtotal Charges:	\$13,500.00	\$275.00	\$23.00
				Report Total Charges:	\$13,798.00		

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Print Preview toolbar with buttons for: Home, Back, Forward, Print, and Close. The percentage field shows 83% and the page number field shows 1.

In Print Preview mode several options are available to the FASTbook User. Buttons for these options are provided at the top of the preview page.

- ◆ Click on the whole page button (located farthest to the left) on the Report Preview Toolbar to view the entire report page.
- ◆ Click on the page width button on the Report Preview Toolbar to view the report at page width (this is the default selection).
- ◆ Click on the 100% button to show the report at the percentage value specified in the percentage field.



NOTE: The arrows allow for navigation between pages of the report. The arrow pointing to the left with a bar in front of it will take you to the first page of the report while the arrow pointing to the right with the bar in front of it will take you to the last page of the report. The arrow pointing to the left without a bar will take you to the previous page of the report. The arrow pointing to the right without a bar will take you to the next page in the report.

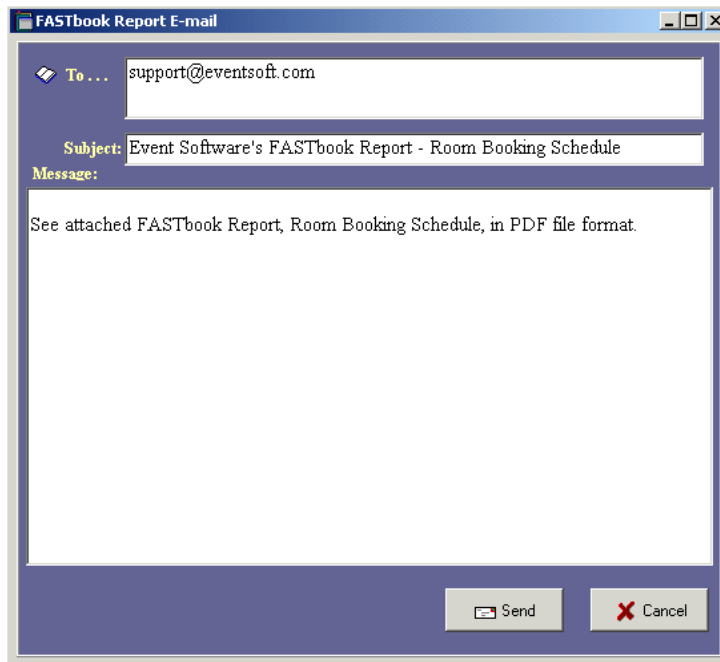
- ◆ Click on the “Report Setup” button to return to the report setup screen if you want to make any changes to the content of the report.
- ◆ Click on the print button to print the report.
- ◆ Click on the e-mail button if you would like to e-mail the report.



E-mailing a Report

To e-mail a report click on the Envelope icon in the Report Preview Toolbar at the top of the report preview screen. The E-mail window will open with the report name in the subject line and directions about viewing the report in the email body.

- ◆ Enter the e-mail address for the person(s) you would like to send the report to. You can enter the address manually or you can click on the “To...” button to open an address book and select the e-mail address(es) for a predefined list.
- ◆ Enter any additional comments in the e-mail body.
- ◆ Click the “Send” button to send the report.
- ◆ Click the “Cancel” button if you want to abort the e-mail and return to the report preview screen.



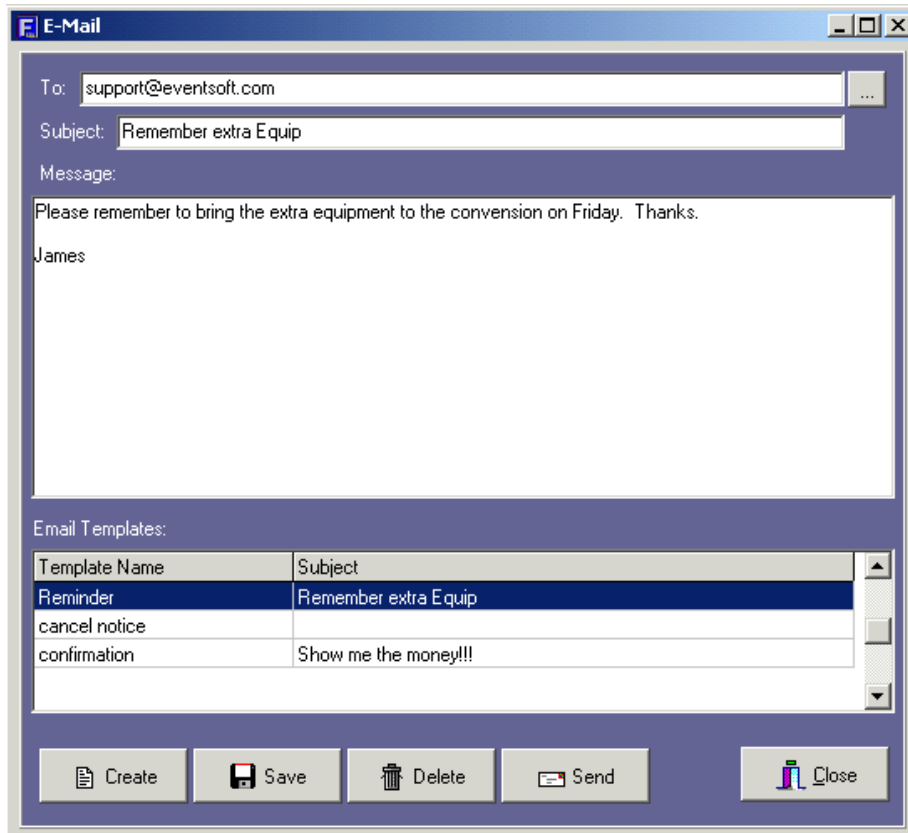
E-mail

Sending E-mail (FASTbook External E-Mail System)

The E-mail function can be accessed from the Event Detail section of FASTbook.

If you are not in Event Detail, click on the Event Detail button in the left tool bar, or navigate to it by selecting the “View” file option and then selecting “Event Detail”.

- ◆ Click on the E-mail button at the bottom of the toolbar on the left side of the screen. The E-mail window will appear.



- ◆ Enter the e-mail address of the person you would like to send the message to., or click on the ellipses at the end of the 'to' field to access your list of contacts. Press <TAB>.
- ◆ Enter the subject of the e-mail in the subject field. Press <TAB>.
- ◆ Enter the message you want to send. Press <TAB>.
- ◆ Click on Send button to send the e-mail.
- ◆ When you are finished, click the Close button to exit the e-mail section.

Creating an E-mail Template

Templates allow you to save and reuse messages that you need on a regular basis.

- ◆ To design a template, click on the create button at the bottom of the E-mail window. A small pop up window will appear asking you to enter the name of e-mail template you will be creating.
- ◆ Enter the name and then click the okay button. The name you give to the Template will appear in the template name column under the message text area in the e-mail window.
- ◆ Enter the e-mail address of the person(s) the template will be sent to.
- ◆ Enter a subject line for the template. The subject you enter will appear in the subject column of the table under the message text area in the e-mail window.
- ◆ Enter the body of the e-mail in the message text area.
- ◆ When you are finished, click on the save button. The e-mail address(es), subject, and body of the e-mail will be saved in the template for easy access and future use.

Sending Messages (FASTbook Internal E-Mail System)

Select the view pull down menu from the menu bar, you can be in Event Data or at the Calendar.

- ◆ Click on FASTmail, A drop down box will appear.
- ◆ Click on Create and type in subject. Press <TAB> or <ENTER>.
- ◆ Type in the message you want to send. Press <TAB> or <ENTER>.
- ◆ Click on the person or group you want to send the message to. Press <TAB> or <ENTER>.
- ◆ Select Priority if you want the message sent ASAP.

- ◆ Select Return Receipt if you want to verify that message was received.
- ◆ Click on Send and then Close.

Notes