

# Event Booking User Guide

## Event Booking Actions

### Search



To start this action, click the  button above the Event Booking listing.

Allows a Search of Event Bookings.

This allows a simple text search across all Event Bookings.

To search a specific field select the field from the drop down list

### Adv. Search



To start this action, click the  **Adv. Search** button above the Event Booking listing in the  More Menu.

Allows an Advanced Search of Event Bookings.

The Advanced Search opens a new section at the bottom of the Event Bookings and allows several distinct features:

- Multiple Search Lines : allows Event Booking matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

### Refresh



To start this action, click the  **Refresh** button above the Event Booking listing in the  More Menu.

Refresh the list of Event Bookings.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.



### Export All

To start this action, click the  **Export All** button above the Event Booking listing in the  More Menu.

Export all the Event Bookings to a List.

Exactly as for "Export to List" except rather than just Exporting the Event Booking results shown, all Event Bookings will be expored.

### Export Item

To start this action, select the Event Booking you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Event Booking to a List.

Exactly as for "Export to List" except rather than just Exporting the Event Booking results shown, only the selected Event Booking is exported.

### Choose Columns

To start this action, click the  **Choose Columns** button above the Event Booking listing in the  More Menu.

Changes the Columns shown in the Event Booking Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Event Booking Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Event Booking Listing.

### Manage Filters

To start this action, click the  **Manage Filters** button above the Event Booking listing in the  More Menu.

Creates custom Filters for Event Bookings.

A Filter is a saved Advanced Search. Multiple Filters can be created for Event Bookings.

These Filters appear at the top of the Event Booking listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Event Bookings where these can be managed.

## **Event Booking Field Reference**