

Hallmaster System Upgrade 29th September

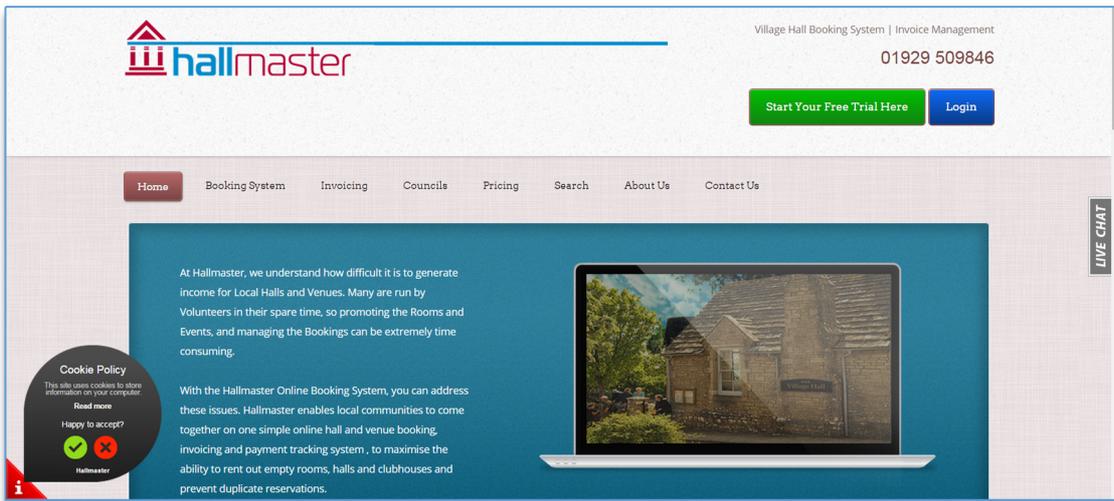
This has taken longer than anticipated however we're sure it will be worthwhile!

Before you start, we recommend you clear your temporary internet files and cookies.

As usual we have made every effort to make things as intuitive as possible however we recommend that you please take a moment to read the following, which may slightly affect the way you are used to using Hallmaster

New Look

We have updated the look of the front part of the website to get a fresher feel however functionality is still the same. You can login using the large blue 'Login' button at the top of the screen. You will also need to accept the use of cookies at the bottom left of the screen.



Booking Request Emails

When you have a booking request come through by email (when a customer makes a booking request from the calendar), the email subject will contain the name of the booking and the date so that it's easier for you to track when you login.

Admin Booking Process

The booking process is now more similar to when you book a hotel online, so after selecting the room or rooms you require, you will now be given a date panel. This now uses date and time pickers instead of the old drop-menus which makes things clearer and even quicker.

Then when asked if this is a recurring booking (or series), you tick the 'Recurring Booking' box and the same options panel appears as before, but you can now check availability before you create the bookings. If there is a clash of dates or times, you are now informed and you can click on the Search icon  and see what is clashing. You can then decide if you wish to change the booking date or time or delete it by simply clicking the dustbin icon. 

A screenshot of the Hallmaster booking interface. At the top, there are checkboxes for 'Room 1' and 'Room 2', with 'Room 2' selected. Below this is a 'Recurring dates' section with a 'Select All/None' checkbox. The section contains a table of date and time pickers. The third row is highlighted in red, indicating a clash. At the bottom, there are buttons for 'Add another date', 'Recheck availability', and 'Next'.

You can also add one-off dates to the series – the add/remove function makes life much easier for removing ad-hoc dates, for example during term time or holidays. Once you have selected your dates and times, click on the Recheck Availability button and if everything is ok you will get the message:

All selected dates and times are available. ✓

There is also a tick box that allows you to select or deselect all the bookings in the series, meaning it's again quicker to update multiple bookings in one go.

This function is copied across for when you need to amend a series of bookings too.

Website Integration

Website Integration now has a new panel that just displays your bookings and availability but doesn't allow for Booking Requests from customers

Our Local Village Hall > Weekly Diary

Instructions:
Click on the date to view availability or booking title for more information or the to make a booking.

- Day is fully booked
- Day is partially booked
- Day is fully available

Our Local Village Hall Weekly Diary

<<< Previous Year << Previous Month < Previous Week Next Week > Next Month >> Next Year >>>

	Monday 22/09/2014	Tuesday 23/09/2014	Wednesday 24/09/2014	Thursday 25/09/2014	Friday 26/09/2014	Saturday 27/09/2014	Sunday 28/09/2014
Room 1	22	23	24 Yoga Class (08:00 - 12:00)	25 Yoga Class (08:00 - 12:00) Felt Workers Group (17:00 - 19:00)	26 Council (16:00 - 18:00)	27 Felt Workers Group (17:00 - 19:00)	28 Test (08:00 - 12:00)
Room 2	22	23	24	25 Plates Class (08:00 - 10:00)	26	27	28 Wedding (14:00 - 16:00)

Powered by hallmaster

Booking Comments

This is one that sadly not many people use, or perhaps know about! Comments and pictures can be posted against an event that has passed. Before they are posted however, they need to be moderated and approved by the event organiser, AND the Hall administrator. We were having some problems with SPAM getting through and the new 'Honeypot – CAPTCHA' function should eradicate this. If you would like more information on this, 'little-used' function please contact us.

System Change

In the Manage Hall section, you can now create and include your own signature messages. These will be automatically included at the foot of the Booking Confirmation and Invoice Confirmation respectively and can be changed anytime. For example: ask for cheques to be posted to the Treasurer's address etc. They can also include images and links to other websites, including PayPal where you could ask your customers to pay you using this method if you have a PayPal account.

Please note: The signature you create will appear the same way in the auto-generated email confirmations, but will appear only as text on the Invoice PDF attachment.

Invoicing and Payment Tracking

For those who are using this helpful tool that makes sure you don't miss out invoicing your customers, plus track the ones who still owe you, we have added a couple of short cuts.

Firstly, we have sorted out that annoying snag so that you can now invoice for part hours. Eg. 1.5 hours. Secondly, you can quickly add your Invoice Line Items without having to go through a booking first. Just click on the link on the left under 'HALL'.

Thirdly, for your Billing Contacts. Just click on Add New Contact link on the left. Those of you who weren't able to download invoices should now be able to!

If you don't currently have the invoicing and payment tracking enabled and would like to know more just email us or call us for a free trial.

Misc

There have been a few other items behind the scenes that have now been smoothed out and should make your experience easier, including fixing cross browser compatibility. We do of course recommend you use the latest version of your preferred browser and a simple search should make sure that you are up to date.

Future Plans

We still have ideas and plans for the future to get even more out of the system, however If you have a suggestion of something you'd like to see in the future, let us know!

Ideas include:

- Full customer payment integration
- Automated price calculation and creation of invoices
- Enhanced reporting of bookings and invoices

Interested? Let us know.

If at any time you have any queries or just need help, please either call us, email us, use the live chat or raise a support ticket on the left. We're here to help.

Hallmaster Support
01929 509846