A person in athletic wear is stretching on a road at sunrise. The scene is bathed in a warm, golden light, with the sun low on the horizon, creating a long shadow of the person. The road has white lane markings and a guardrail on the left side. The overall mood is one of early morning activity and a fresh start.

# A NEW DAWN

RELEASE 1.3

## **DENISTRY BOOKINGS HOW TO GUIDE**

MAY 2020



Density bookings are used to control the number of people using a resource or area at any one time.

**Compatibility:** Density bookings are available in MobilePro when used with with latest version of AWS, which is reliant on the TN\* platform release.

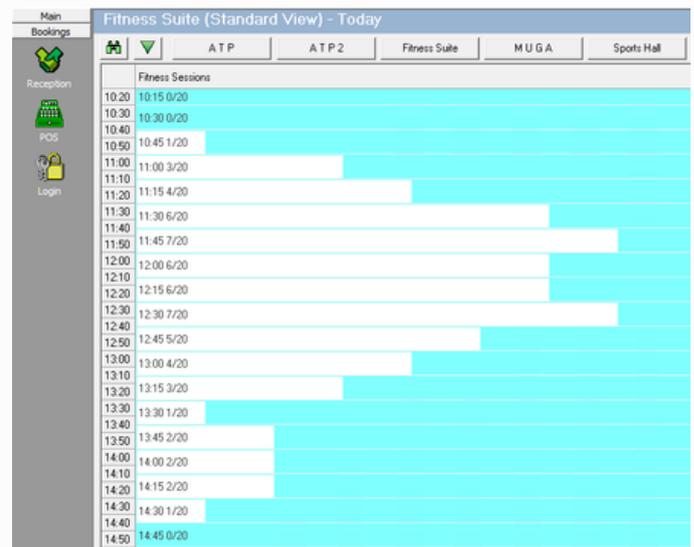
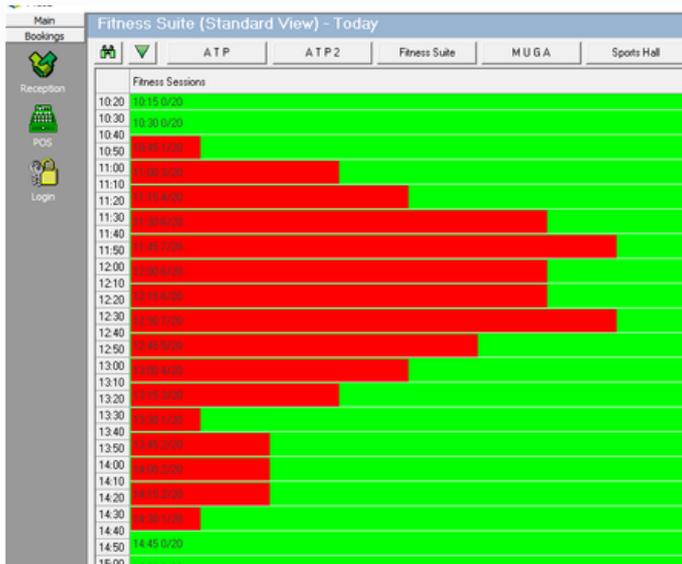
\*TN: Threadneedle release

# Density Booking

Density bookings allow you to control the number of Members/Contacts using a resource or area at any one time.

You can add the activity or reservation as a till button, so that bookings can be made into a booking sheet configured with density controls from point of sale (or CheckIn in Gladstone360).

The booking sheet for a density resource is always displayed in a particular way. The colours of the sheet can be defined for each resource.



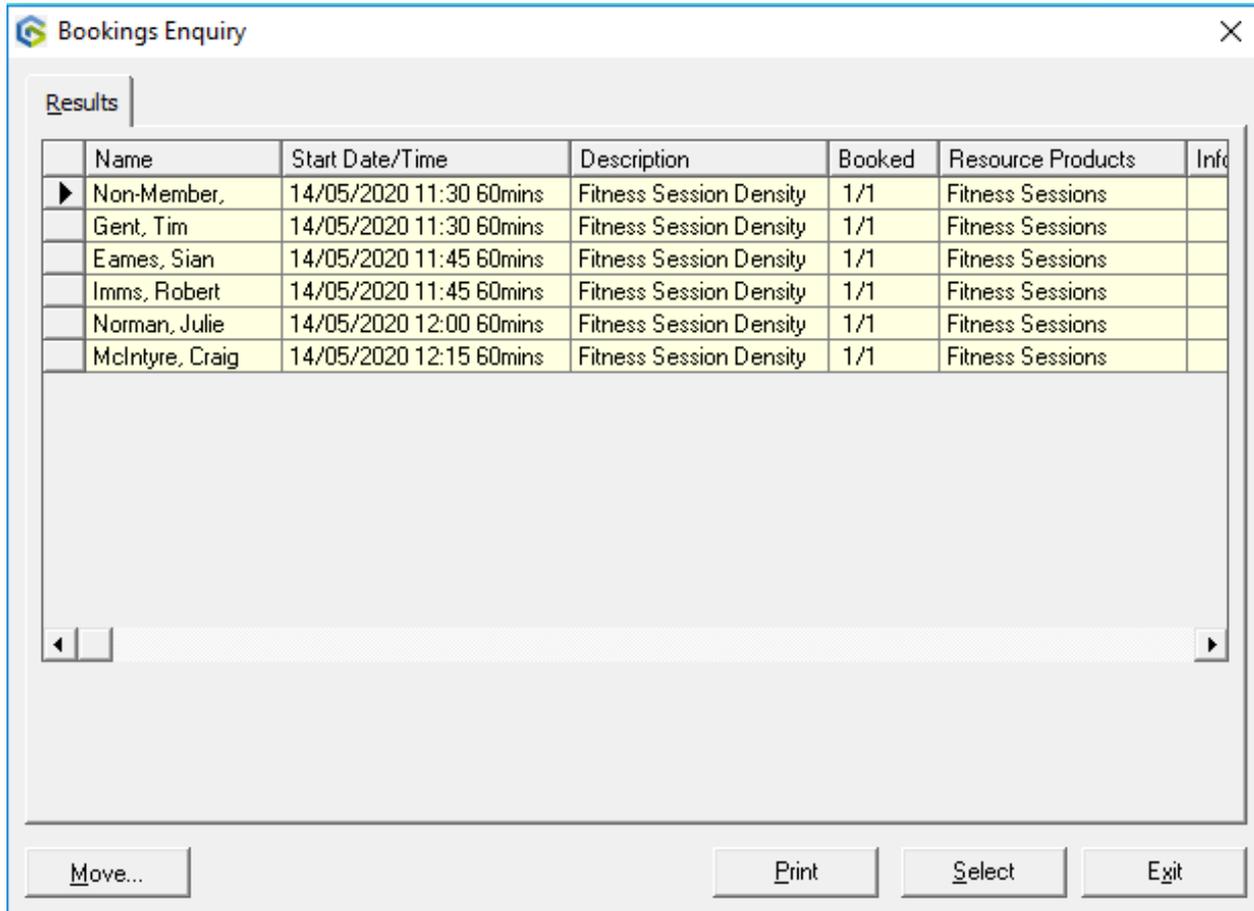
The following information is displayed for each slot:

- The start time of the slot, which is determined by the Density Slot Size in the Density tab on the Products screen.
- The number of people booked into activities at this time.
- If the booking is a reservation the maximum number of bookings is displayed as reserved.
- The maximum number of people that can be booked in. For example, 12:00 6/20 means that at 12:00 there are a total number of 6 people using the resource and the maximum number of people allowed is 20. Included in the 6 can be people in individual activities, classes or courses. It can include bookings that are about to end, bookings part way through and bookings only just starting.

# Density Booking

The Results tab on the bookings Enquiry screen displays details of individual bookings.

Select the Options button and Booking Detail from the menu.



The screenshot shows a software window titled "Bookings Enquiry" with a "Results" tab selected. The window contains a table with the following data:

Name	Start Date/Time	Description	Booked	Resource Products	Info
▶ Non-Member,	14/05/2020 11:30 60mins	Fitness Session Density	1/1	Fitness Sessions	
Gent, Tim	14/05/2020 11:30 60mins	Fitness Session Density	1/1	Fitness Sessions	
Eames, Sian	14/05/2020 11:45 60mins	Fitness Session Density	1/1	Fitness Sessions	
Imms, Robert	14/05/2020 11:45 60mins	Fitness Session Density	1/1	Fitness Sessions	
Norman, Julie	14/05/2020 12:00 60mins	Fitness Session Density	1/1	Fitness Sessions	
McIntyre, Craig	14/05/2020 12:15 60mins	Fitness Session Density	1/1	Fitness Sessions	

At the bottom of the window, there are four buttons: "Move...", "Print", "Select", and "Exit".



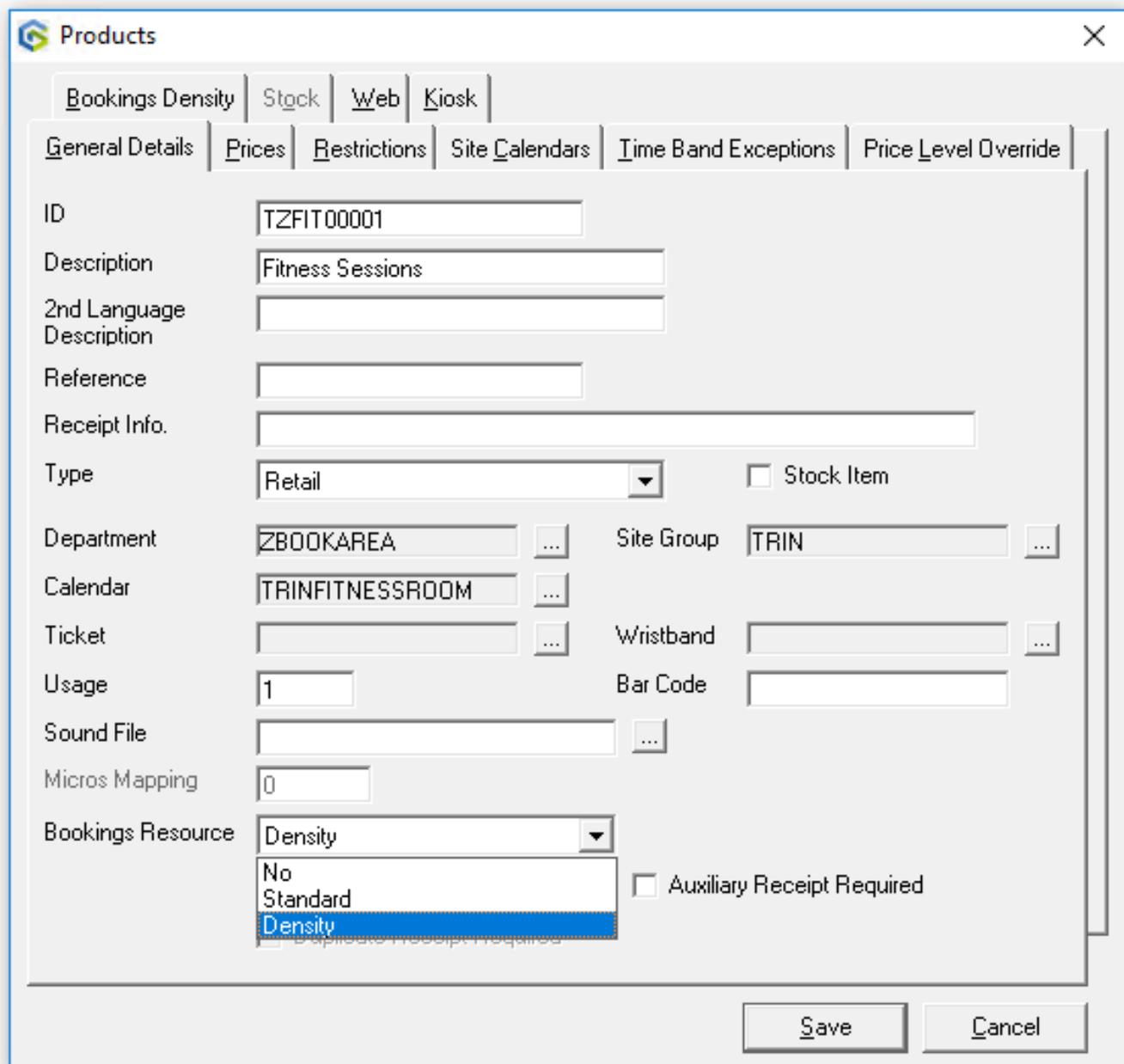
# Density Booking

## Creating the Density Resource Product

Configuration > Bookings > Resource Products > New

Create the Resource Product in the usual way, adding ID, Description, Department, Site and Calendar

Bookings Resource – change to Density



The screenshot shows a software window titled "Products" with a close button (X) in the top right corner. The window has several tabs: "Bookings Density", "Stock", "Web", and "Kiosk". The "Bookings Density" tab is active. Below the tabs are several sub-tabs: "General Details", "Prices", "Restrictions", "Site Calendars", "Time Band Exceptions", and "Price Level Override". The "General Details" sub-tab is selected. The form contains the following fields and controls:

- ID: Text box containing "TZFIT00001"
- Description: Text box containing "Fitness Sessions"
- 2nd Language Description: Empty text box
- Reference: Empty text box
- Receipt Info.: Empty text box
- Type: Dropdown menu showing "Retail" and a "Stock Item" checkbox (unchecked)
- Department: Text box containing "ZBOOKAREA" with a browse button (...)
- Site Group: Text box containing "TRIN" with a browse button (...)
- Calendar: Text box containing "TRINFITNESSROOM" with a browse button (...)
- Ticket: Text box with a browse button (...)
- Wristband: Text box with a browse button (...)
- Usage: Text box containing "1"
- Bar Code: Empty text box
- Sound File: Text box with a browse button (...)
- Micros Mapping: Text box containing "0"
- Bookings Resource: Dropdown menu with "Density" selected. The dropdown list shows "No", "Standard", and "Density".
- Auxiliary Receipt Required: Checkbox (unchecked)

At the bottom right of the window are "Save" and "Cancel" buttons.

# Density Booking

Select the Bookings Density tab:-

Products

General Details | Prices | Restrictions | Site Calendars | Time Band Exceptions | Price Level Override

Bookings Density | Stock | Web | Kiosk

Density Slot Size: 15 (Minutes)

Used Density Colour: [Color Selection]

Unused Density Colour: [Color Selection]

Density Limit by Time Band

ID	Description	Density Limit
▶ STAND	Standard / Peak	20

Add Delete

Save Cancel

## Density Slot Size

Enter a number in minutes for the density slot size. This is the interval for which the density is calculated for the resource product. This interval will determine how the booking sheet is partitioned by time. This must be a multiple of the Slot Size and Slot Frequency set in the Product Groups screen. For example, if the density slot size is 15 you will be able to make bookings on the hour, half hour and quarter past the hour. We would recommend 10 or 15 minutes for areas such as a Fitness Suite/Gym or a Swimming Pool.

Please note a Density Slot Size of 5 minutes could cause performance issues when used in conjunction with Connect on-line bookings, so it is advisable to set this to no less than 10 minutes.

## Density Limit by Time Band

For all times when the resource is available for booking, a limit must be entered. Select Add to add a time band from the lookup screen.

In the Density Limit column enter the maximum number of people allowed to use the resource product during the selected time band. This overrides the maximum bookings set in the activity.

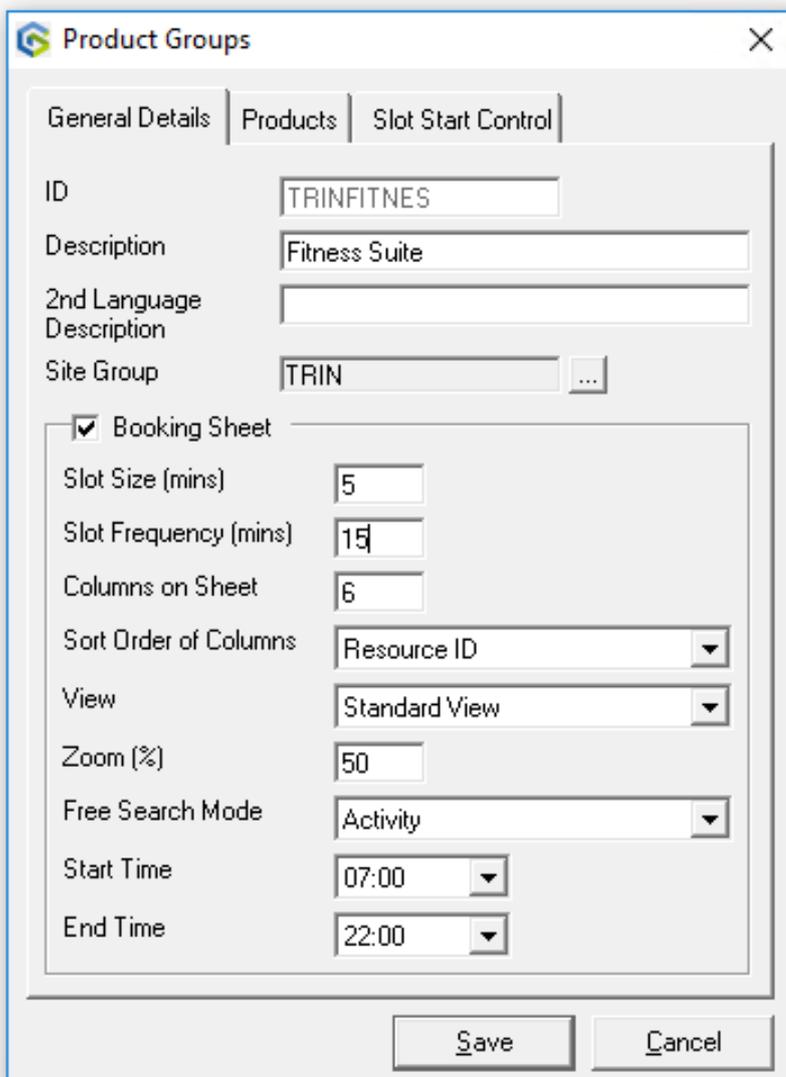
# Density Booking

## Creating the Density Resource Group

Configuration > Bookings > Resource Products Groups > New

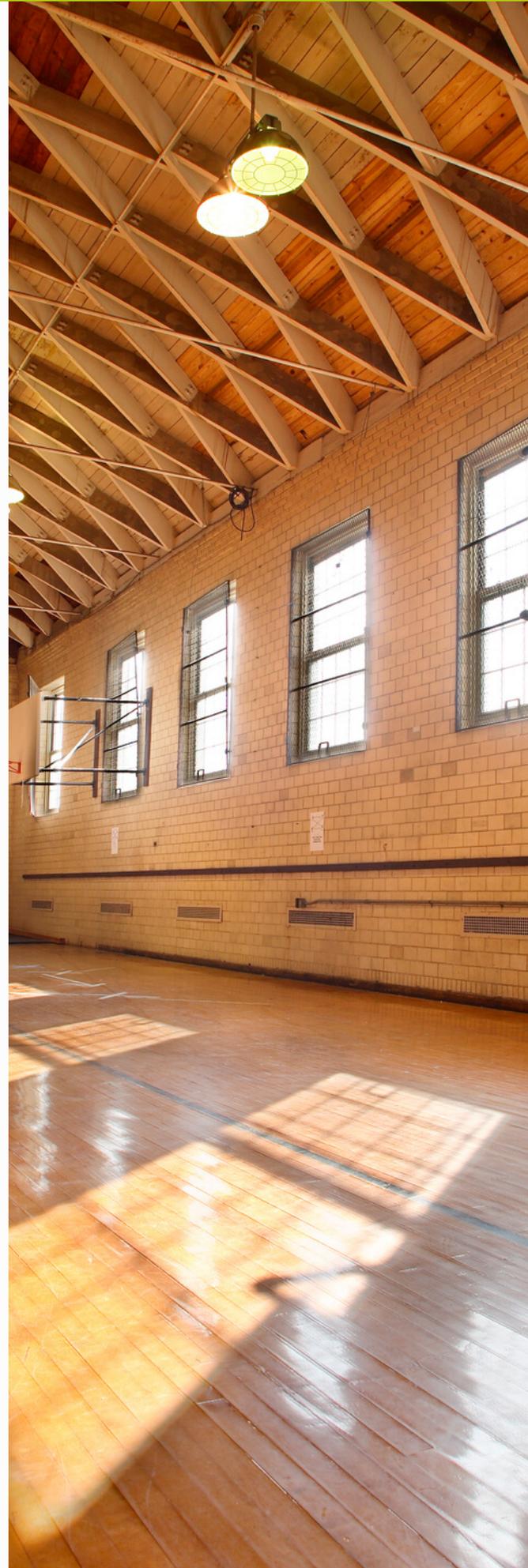
Create the Resource Product Group in the usual way, adding ID and Description

Configure as shown below, making appropriate changes (ie. Zoom, Start / End Times)



The screenshot shows a 'Product Groups' dialog box with the 'Slot Start Control' tab selected. The 'ID' field contains 'TRINFITNES' and the 'Description' field contains 'Fitness Suite'. The 'Site Group' is set to 'TRIN'. The 'Booking Sheet' checkbox is checked. The 'Slot Size (mins)' is 5, 'Slot Frequency (mins)' is 15, and 'Columns on Sheet' is 6. The 'Sort Order of Columns' is 'Resource ID', 'View' is 'Standard View', 'Zoom (%)' is 50, and 'Free Search Mode' is 'Activity'. The 'Start Time' is 07:00 and the 'End Time' is 22:00. 'Save' and 'Cancel' buttons are at the bottom.

Field	Value
ID	TRINFITNES
Description	Fitness Suite
2nd Language Description	
Site Group	TRIN
Booking Sheet	<input checked="" type="checkbox"/>
Slot Size (mins)	5
Slot Frequency (mins)	15
Columns on Sheet	6
Sort Order of Columns	Resource ID
View	Standard View
Zoom (%)	50
Free Search Mode	Activity
Start Time	07:00
End Time	22:00



# Density Booking

Add the Density Resource Product (created previously) to the Products tab



# Density Booking

## Creating the Density Activity

Configuration > Bookings Activities > New

The Activity is created in the same way as other Activities.

Areas to consider are Activity Duration, Start Frequency and Free Search Period. In this example a Fitness / Gym Session is for 60 mins and can be booked every 15 minutes (ie. 10:00, 10:15, 10:30 and so on), and will only show the next 15 minutes available, when booked through Plus2 (ie. time now is 11:12, the slot shown would be 11:15. If the Free Search Period was increased to 30 minutes, at 11:12 both 11:15 and 11:30 slots would be displayed).

The screenshot shows a software window titled "Activity" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: "General Details", "Products", "Payments", "More Details", "Subscriptions", "Restrictions", and "Web/Kiosk". The "General Details" tab is active. The form contains the following fields and controls:

- ID: Text input field containing "TRINFITNESS".
- Description: Text input field containing "Fitness Session Density".
- 2nd Language Description: Empty text input field.
- Activity Group: Dropdown menu showing "FITSUT" and a selection icon (...).
- Calendar: Dropdown menu showing "TRINFITNESSROOM" and a selection icon (...).
- Duration: Spin box containing "60" with "(Minutes)" label.
- Start Frequency: Spin box containing "15" with "(Minutes)" label.
- Max. Bookees: Spin box containing "1".
- Min. Bookees: Spin box containing "0".
- Site: Text input field containing "TRIN".
- Free Search Period: Spin box containing "15" with "(Minutes)" label.
- Swipe Check Period: Spin box containing "1" with "(Hours)" label.
- Ticket: Text input field with a selection icon (...).
- Wristband: Text input field with a selection icon (...).
- Party Bookings: Check box, currently unchecked.

At the bottom right of the window are two buttons: "Save" and "Cancel".

# Density Booking

## Making a Density Booking in Plus2

The Booking can be made via the Booking sheet or Point of Sale.

### Booking sheet

Double click on the required time slot > select Book or Book & Pay.  
Find Member as normal, and cash off in POS

The screenshot shows the Plus2 software interface for booking fitness sessions. The main window is titled '<< Fitness Suite (Standard View) - Thursday 14, May 2020'. It features a grid of time slots from 09:50 to 17:10. A 'Bookings Free Search' dialog box is open, displaying a search result for '14/05/2020 Fitness Session Density, Fitness Sessions' with 1 slot found. The interface includes navigation tabs for ATP, ATP2, Fitness Suite, MUGA, Spots Hall, Spots Hall 2, Studios, and Swimming Pool. The bottom status bar shows 'TTG1 Demo Data (TRIN) | TG001 : Tim Gent (PC 224) | 20/05/2020'.



# Density Booking

## Making a Density Booking in Plus2 via POS

Booking through POS requires you to add the new Activity to a spare button (shown here on J)  
Then follow the same procedure as with the Booking sheet.

The screenshot displays the Plus2 POS interface. The main window shows a grid of buttons for various activities and payment methods. A 'Bookings Free Search' dialog box is open, showing a search result for 'Fitness Session Density, Fitness Sessions' on 20/05/2020. The main window also shows a summary of the booking: Total £0.00, Paid £0.00, and Change £0.00. The price level is set to 'CONCESSION'.

Description	Total	Tax Code ID	Tax Rate	Price Level ID	Tim
A	Activities Till	J	Fitness Session Density	S	No Sale
B	Swim Retail	K	Swim	T	Class Book & Pay
C	Classes Till	L	Top Up	U	£5.00 CASH
				V	£10.00 CASH
				W	£20.00 CASH
				X	Cash
				Y	Cheque
				Z	Credit/ Debit Card
				BS	

Start Date Time	Description	Booked	Comments
20/05/2020 15:45:50mins	Fitness Session Density, Fitness Sessions	0/1	

Total £0.00  
Paid £0.00  
Change £0.00

Price Level : CONCESSION



# Density Booking

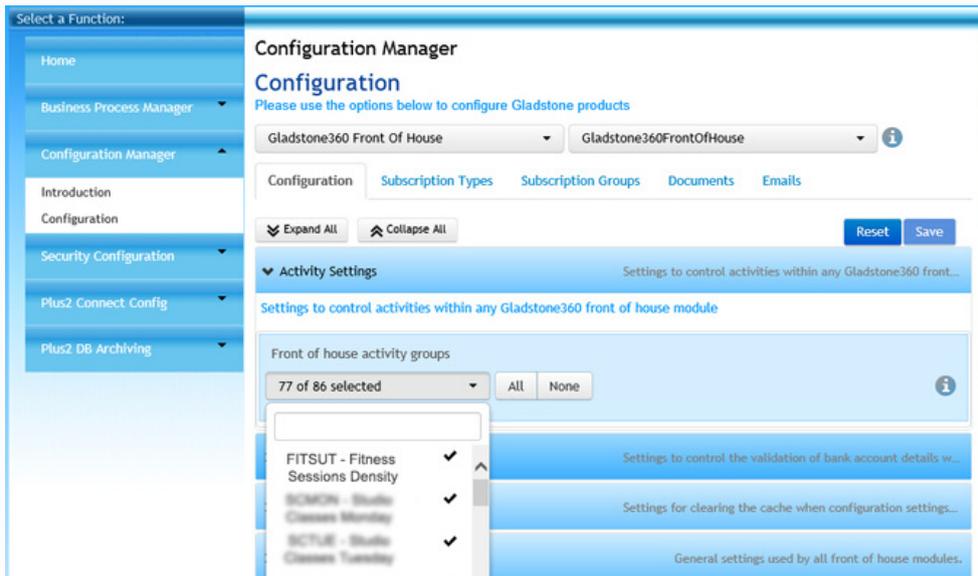
## Making a Density Booking in Gladstone360

### Invoking Density Booking Activity Group in Gladstone360

Before making a Density Booking within Gladstone360, you may need to update the Activity Groups visible within the application. To ensure the Density Booking Activity Group is invoked, within the Gladstone Management Console (GMC), follow the steps below:

**Note:** some settings may appear different in later versions of 360, although Density will work without it on an earlier versions.

### Configuration Manager > Gladstone360 Front of House > Activity Settings.

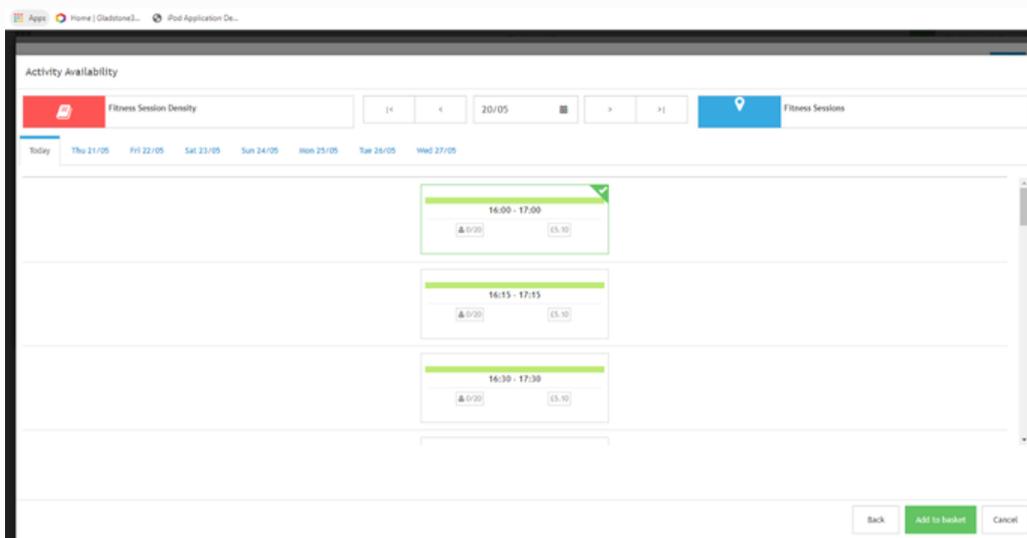


The Booking can be made via CheckIn or POS.

### CheckIn

Find the relevant Contact > Select one of the Activity options (Activities, Activities by location or Activities by type), select relevant Activity (ie. Fitness Session)

Select Required time slot, and Add to basket



# Density Booking

Pay now or Confirm (if included in membership package)

The screenshot shows a web application interface for 'Gladstone360'. The user is logged in as 'Gladstone Admin'. The main content area displays a booking summary for 'Tim Gent' (Contact ID: 16052750). The booking is for a 'Fitness Session Density' on 20/05/2020 at 16:00. The price is £5.10, and the quantity is 1. The total amount is £5.10. The interface includes a navigation menu with options like 'Unpaid Sales', 'Upcoming Bookings', 'Infringement Price Level', 'Memberships', 'Attendance', 'Correspondence', 'Documents', 'Sales', 'Cashless A/C', 'Event Log', 'Picture', 'Bookings', and 'Basket'. There are also buttons for 'Add unpaid sales', 'Pay later', 'Add items for others', and 'Pay now'.

Item	Price	Quantity	Total
Fitness Session Density 20/05/2020 at 16:00 on Fitness Sessions	£5.10	1	£5.10

Category	Value
Total due	£5.10
Total savings	£0.00
Amount paid	£0.00
<b>Amount outstanding</b>	<b>£5.10</b>



# Density Booking

## POS

Booking through POS requires you to add the new Activity to button (highlighted) using the Allocate Activity option

Then follow the same procedure as with CheckIn

The screenshot displays the Gladstone360 POS interface. On the left, a contact profile for 'Tim Gent' is shown with a 'Record attendance' button highlighted in green. The main area features a table with columns for 'Item', 'Price', 'Quantity', and 'Total', currently showing 'No Items found'. Below the table, a summary shows 'Total due', 'Total savings', and 'Amount paid' all at £0.00, with an 'Amount outstanding' of £0.00. A grid of activity buttons is visible, with 'Fitness Session Density' highlighted in purple. Other buttons include 'Cafe Till', 'Shop Till', 'Swim', 'Under 3 Swim', 'Junior / Concession Swim', '60+ Swim', 'Disabled Swim', 'Fitness Assessment', 'Fitness Re-Programme', 'Fitness Induction Sub', 'Top Up', 'Item discount by percent', 'Item discount by value', '95% New discount', '£1.00 New discount', 'No sale', 'Show Balances', and 'Refund'.



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