



TABLE PLUS

Segments guide

An instructional document to help you create a new segment to change the table management settings in ResDiary for a select period of time.

Segments allow you to make changes to your diary set up for specific periods of time, without affecting other operations. By creating a new segment you can adjust the following, without changing the 'Normal' Operations:

- Tables
- Table Rankings
- Joins
- Areas
- Services
- Rules

To do this there are a number of steps, we explain each one below.

To access Segments, go to **Settings > Segments**

The screenshot shows the ResDiary settings interface. The 'Table Management' section is highlighted with a red box, and the 'Segments' option is also highlighted with a red box. The 'Reservations' section is visible on the right.

Step 1 - edit the existing segment

1. Identify the Segment which includes the date or date ranges that you wish to set up as a separate operation.
 - a. You will see a 'current' label to indicate the present segment
2. Click 'Edit' icon

The screenshot shows the Segments table in the ResDiary interface. The table has columns for STATUS, NAME, DATE RANGE, and ACTIONS. The 'Normal' segment is highlighted with a red box, and the 'Edit' icon in the ACTIONS column is also highlighted with a red box.

STATUS	NAME	DATE RANGE	ACTIONS
●	Normal Current	2/01/2021 - 31/12/2025	

3. If your Date Range is pre-selected to Always > select 'Finite' > Delete 'Always' Date Range

Segments

Restaurant Segments / Normal

Name
Normal
6 of 50

Description
Normal
6 of 255

Status
Enabled ✓

Date Range
 Always Valid Finite Range

Start Date
16/02/2021

End Date
17/02/2021

Add Date Range

DATE RANGE	ACTIONS
2/01/2021 - 31/12/2025	

Cancel Save

- Enter the Start Date of your Normal Operations (this should normally be the date you first started using your Diary).
- Enter the end date as the day before your new operation is to commence. For example, if you are setting up Valentine's Day operation the end date would be the 13th February. Add Date Range

Date Range
 Always Valid Finite Range

Start Date
16/02/2021

End Date
13/02/2022

Add Date Range

- Now add the additional date range that resumes your normal operations when your segment ends. For example if the segment is Valentine's day then make sure you have the date range starting 15th February and the end date range in the future.

Date Range
 Always Valid Finite Range

Start Date
15/02/2022

End Date
31/01/2025

Add Date Range

7. Complete the amendment to your normal operations by clicking 'Save'

Segments

Restaurant Segments / Normal

Name
Normal
6 of 50

Description
Normal
6 of 255

Status
Enabled ✓

Date Range
 Always Valid Finite Range

Start Date
15/02/2022

End Date
31/01/2025

[Add Date Range](#)

DATE RANGE	ACTIONS
2/01/2021 - 31/12/2025	

[Cancel](#) [Save](#)

Note: The date of your new segment will be missing from the date ranges. E.g. 14 February for your Valentines Day Segment

Step 2 - Create the new segment

8. From the segments overview screen, click 'Create New'

Segments

All [Create New](#)

STATUS	NAME	DATE RANGE	ACTIONS
●	Normal Current	15/02/2018 - 7/02/2030	

9. Enter both a name and description

10. Enter both a name and description. This is for your own reference only.

11. Select 'Finite Range'

12. Enter the date ranges for your new segment, if the error message regarding an overlap shows, return to Step 1

13. From the drop down titled 'Inherit Areas from Existing Segment' ensure that you now choose the 'Normal Operations'

14. By firstly ticking the box beside 'Services' and then 'Areas' continue to tick all boxes that cover your restaurant setup.

Note: Even if you intend to continue to change these sections, it is far easier to amend the existing diary setup than starting from scratch

15. Complete the addition of the new segment by clicking 'Save'

The screenshot shows the 'Add New Segment' form in the Table Plus interface. The form is divided into several sections:

- Name:** A text input field containing 'Valentine's Day'.
- Description:** A text input field containing 'Valentine's Day'.
- Status:** A dropdown menu set to 'Enabled' with a green checkmark.
- Date Range:** Radio buttons for 'Always Valid' and 'Finite Range' (selected).
- Start Date:** A date input field set to '14/02/2021'.
- End Date:** A date input field set to '14/02/2021'.
- Inherit Areas from:** A dropdown menu set to 'Normal'.
- Entity Selection:** A list of entities with checkboxes:
 - Tables:
 - Table Plan Views:
 - Table Rankings:
 - Joins:
 - Areas:
 - Services:
 - Rules:
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.


16. You can now go ahead with adjusting your New Segments:


- Tables
- Table Rankings
- Table Joins
- Areas
- Services
- Rules


17. When creating a new segment the bookings within will be unallocated and will need to be restored manually. On the diary dates where there are unallocated bookings, click the red 'Seat All' button to restore all bookings to the diary.

W8LIST

WAITING 2 SEATED 0

UNALLOCATED BOOKINGS 

1:45PM  2 Pax

 2 Pax
Mr Adam Smith

EXPECTED ARRIVALS 