

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.

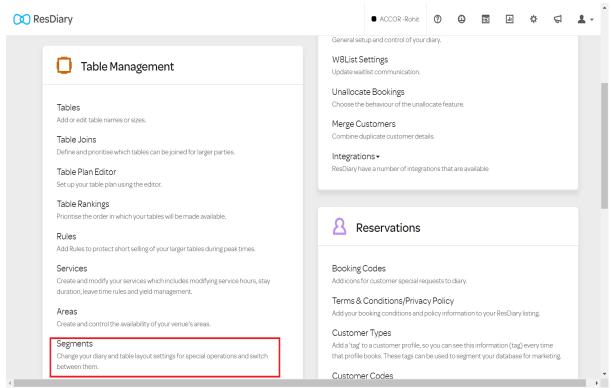


Segments allow you to make changes to your diary set up for specific periods of time, without affecting other operations. By creating a new segment you can adjust the following, without changing the 'Normal' Operations:

- 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**



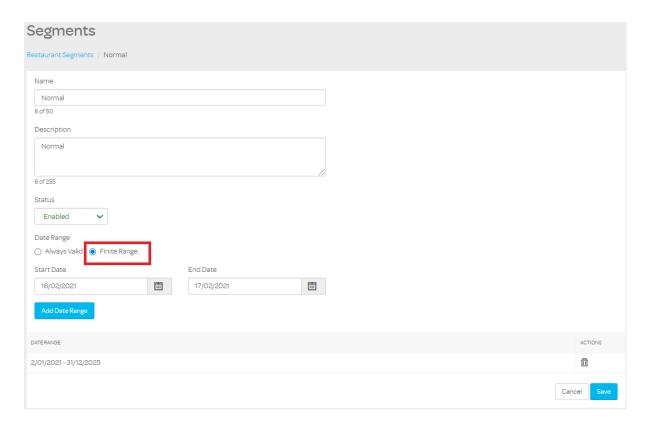
Step 1 - edit the existing segment

- 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

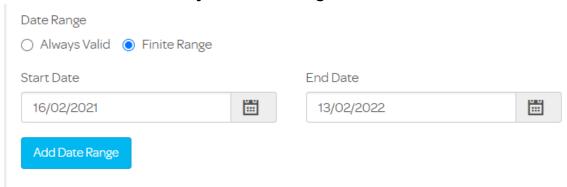


3. If your Date Range is pre-selected to Always > select 'Finite' > Delete 'Always' Date Range

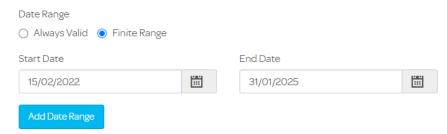




- 4. Enter the Start Date of your Normal Operations (this should normally be the date you first started using your Diary).
- 5. Enter the end date as the day before your new operation is to commence. For example, if you are setting up Valentine's Day operation the end date would be the 13th February.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

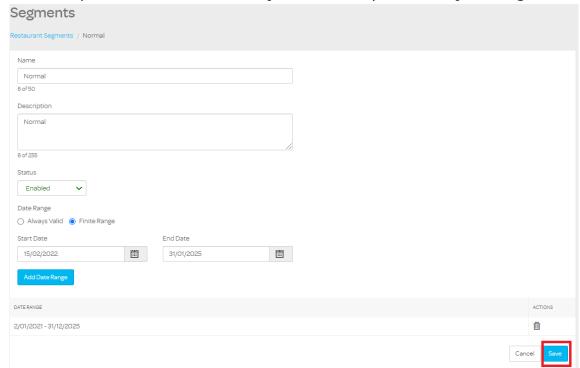


6. Now add the additional date range that resumes your normal operations when your segment ends. For example if the segment is Valentine's day then make sure you have the date range starting 15th February and the end date range in the future.





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

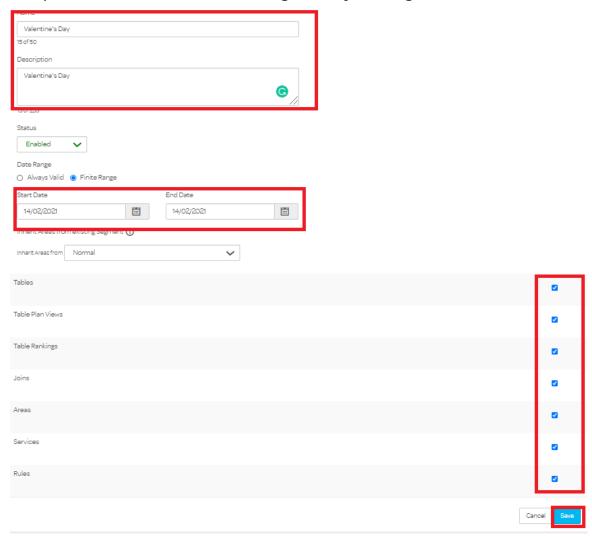


- 9. Enter both a name and description
- 10. Enter both a name and description. This is for your own reference only.
- 11. Select 'Finite Range'
- 12. Enter the date ranges for your new segment, if the error message regarding an overlap shows, return to Step 1
- 13. From the drop down titled 'Inherit 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'



- 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.

