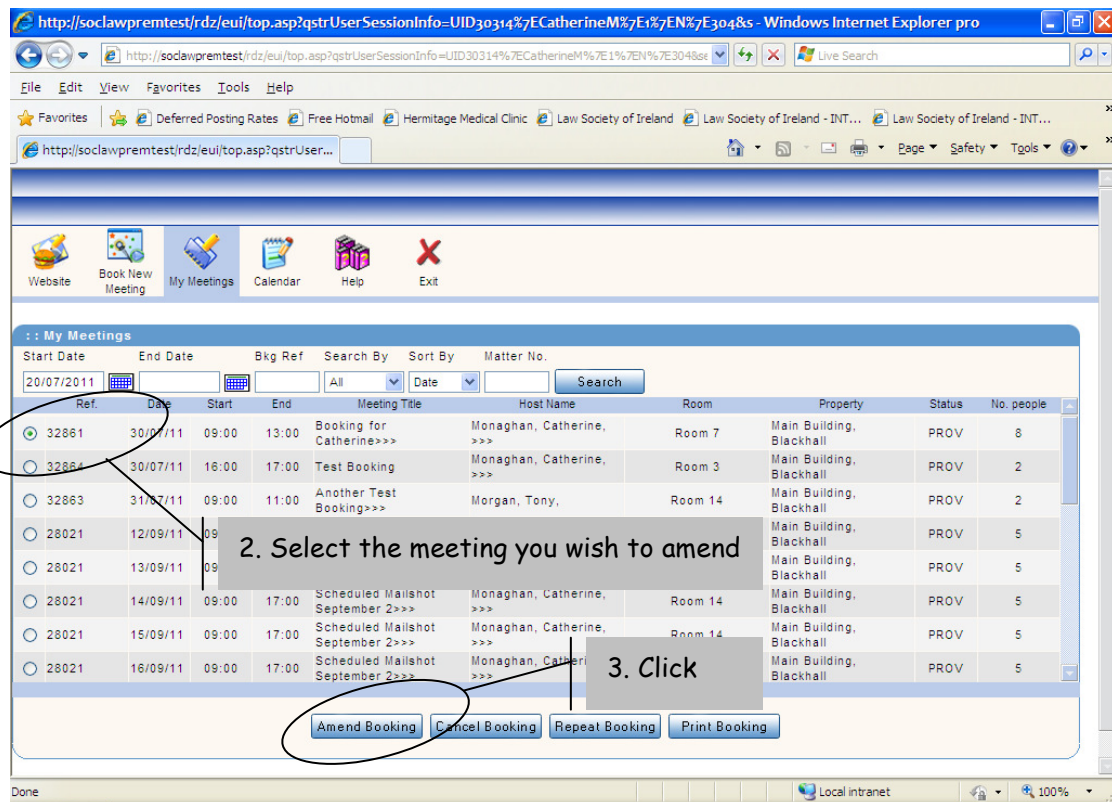
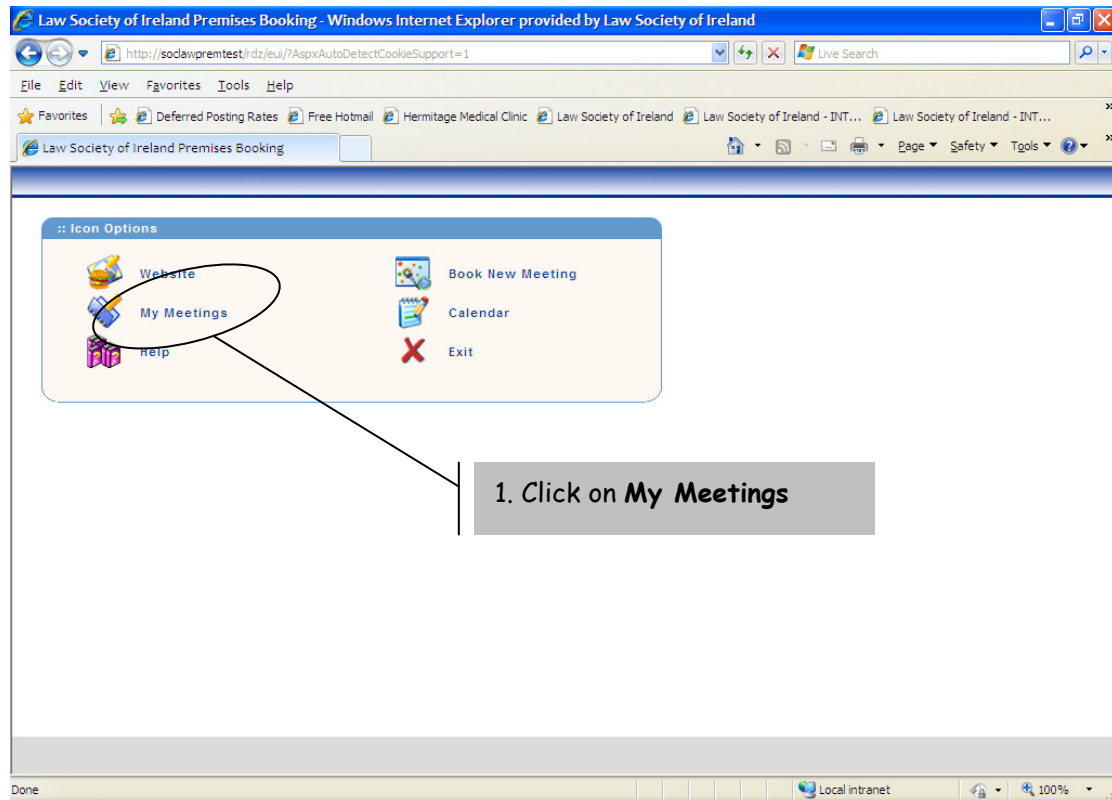


How to... AMEND your catering requirements.



http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Ext

Booking Details
 Damien Carr, following are the booking details:

Host Name : Monaghan, Catherine, Bkg Ref : 32861
 Meeting Title : Booking for Catherine, Type : Internal
 Matter No. : , Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
32861	Main Building, Blackhall	Room 7	8	30/07/2011 09:00	30/07/2011 13:00

CCRsg Facilities Special Request Reschedule/Modify Print Cancel Close

4. Click **Facilities** to access Setup, Catering Audio Visual etc.

Done Local intranet 100%

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Ext

Resources 30/07/2011 09:00 - 13:00

Resources Search Search All Resources

Audio Visual Bar Catering Photocopying

Sub-Category Select

Please enter search string or select a category

Selected Items
 Please click on item name below to modify, then make changes in fields above and click Save.

Item	Qty	Time	Sell Price	Notes	Delete
Overhead Projector	1	09:00	0		<input checked="" type="checkbox"/>
PA System (Portable)	1	09:00	0		<input checked="" type="checkbox"/>
BBQ (Menu B)	8	09:00	17.5		<input checked="" type="checkbox"/>
Sandwich Selection	8	09:00	7.5	Prefer Chicken	<input checked="" type="checkbox"/>

Close

5. Select **Catering**

http://sodlawpremtest/rdz/eui/booking/bkg_facilities_process.asp?mode=modify&intFid=45480&intEventId=32861&q Local intranet 100%

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

★ Favorites ★ Deferred Posting Rates Free Hotmail Hermitage Medical Clinic Law Society of Ireland Law Society of Ireland - INT... Law Society of Ireland - INT...

http://sodlawpremtest/rdz/eui/top.asp?qstrUser...

Website Book New Meeting My Meetings Calendar Help Ext

Resources 30/07/2011 09:00 - 13:00

Resources Search Search All Resources

Audio Visual Bar Catering Photocopying

Sub-Category All

Mineral Water	no image
Miscellaneous	no image
Salad Plate	no image
Sandwich Selection	no image

6. Select your item e.g. Salad Plate in this case

Selected Items

Please click on item name below to modify, then make changes in fields above and click Save.

Item	Qty	Time	Sell Price	Notes	Delete
Overhead Projector	1	09:00	0		✗
PA System (Portable)	1	09:00	0		✗
BBQ (Menu B)	8	09:00	17.5		✗
Sandwich Selection	8	09:00	7.5	Prefer Chicken	✗

Close

Local intranet 100%

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

★ Favorites ★ Deferred Posting Rates Free Hotmail Hermitage Medical Clinic Law Society of Ireland Law Society of Ireland - INT... Law Society of Ireland - INT...

http://sodlawpremtest/rdz/eui/top.asp?qstrUser...

Website Book New Meeting My Meetings Calendar Help Ext

7. Amend the section below (Change the Quantity or Time of Delivery or add a note) if necessary and click Save. It is important to Click Save at this point otherwise your changes will not be recorded.

Sandwich Selection

Item Details for - Salad Plate

Quantity Time Notes

Save

Selected Items

Please click on item name below to modify, then make changes in fields above and click Save.

Item	Qty	Time	Sell Price	Notes	Delete
Overhead Projector	1	09:00	0		✗
PA System (Portable)	1	09:00	0		✗
BBQ (Menu B)	8	09:00	17.5		✗
Sandwich Selection	8	09:00	7.5	Prefer Chicken	✗

Close

Done Local intranet 100%

http://socalwpremtest/frdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://socalwpremtest/frdz/eui/top.asp?qstrUserSessionInfo=UID30314%7ECatherineM%7E1%7EN%7E304&s

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Ext

Resources 30/07/2011 09:00 - 13:00

Resources Search [] Search All Resources

Audio Visual Bar Catering Photocopying

Sub-Category All

Mineral Water	no image
Miscellaneous	no image
Salad Plate	no image
Sandwich Selection	no image

Selected Items

Please click above and click Save.

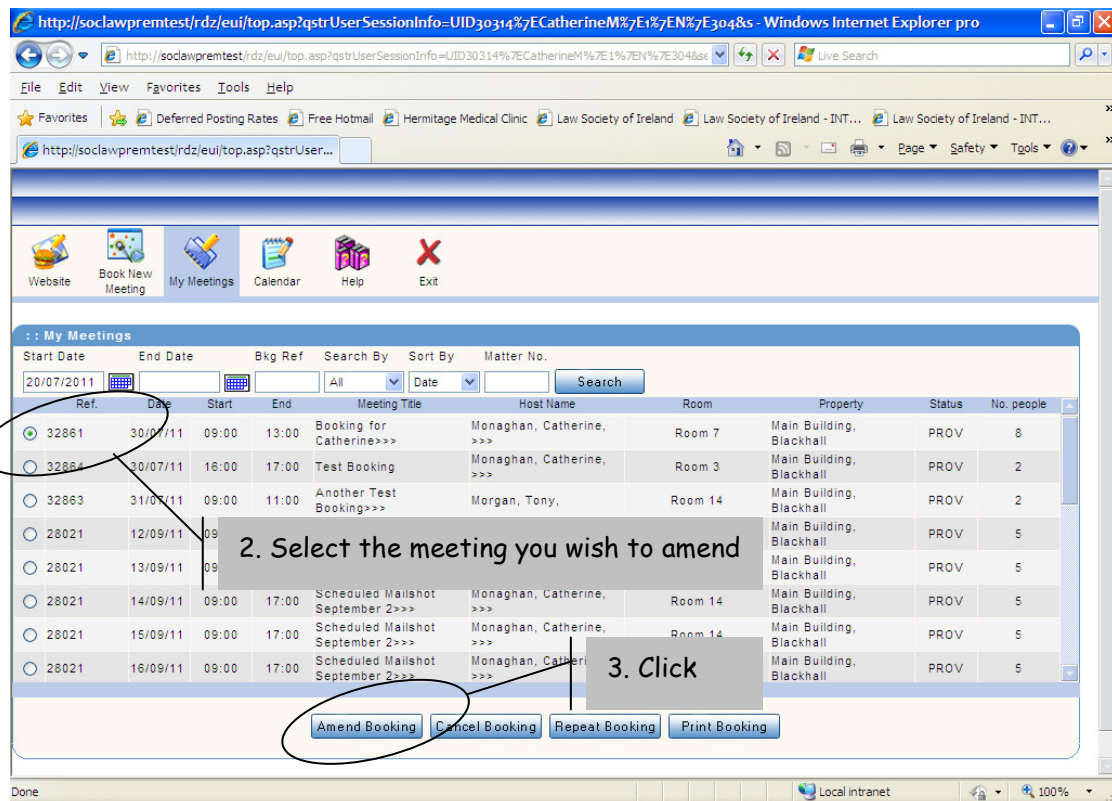
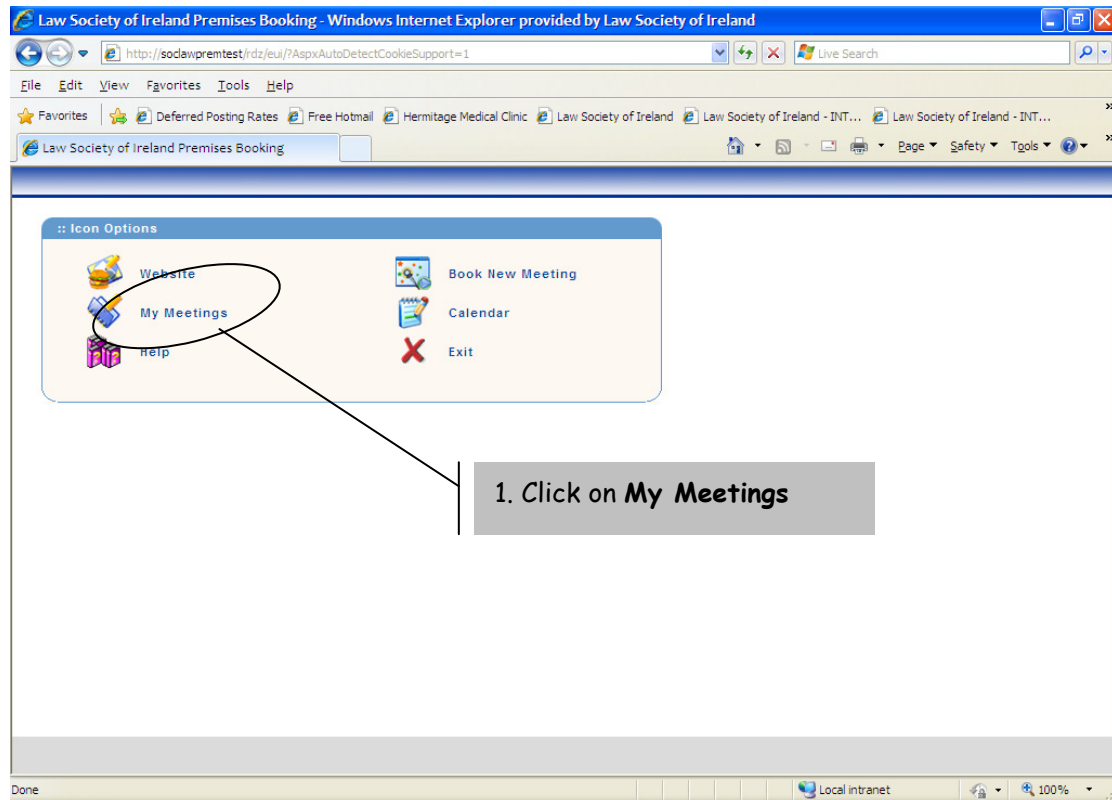
Item				Notes	Delete
Overhead Projector					X
PA System (Portable)					X
BBQ (Menu B)	8	09:00	17.5		
Sandwich Selection	8	09:00	7.5	Prefer Chicken	
Salad Plate	8	09:00	12	One without lettuce	

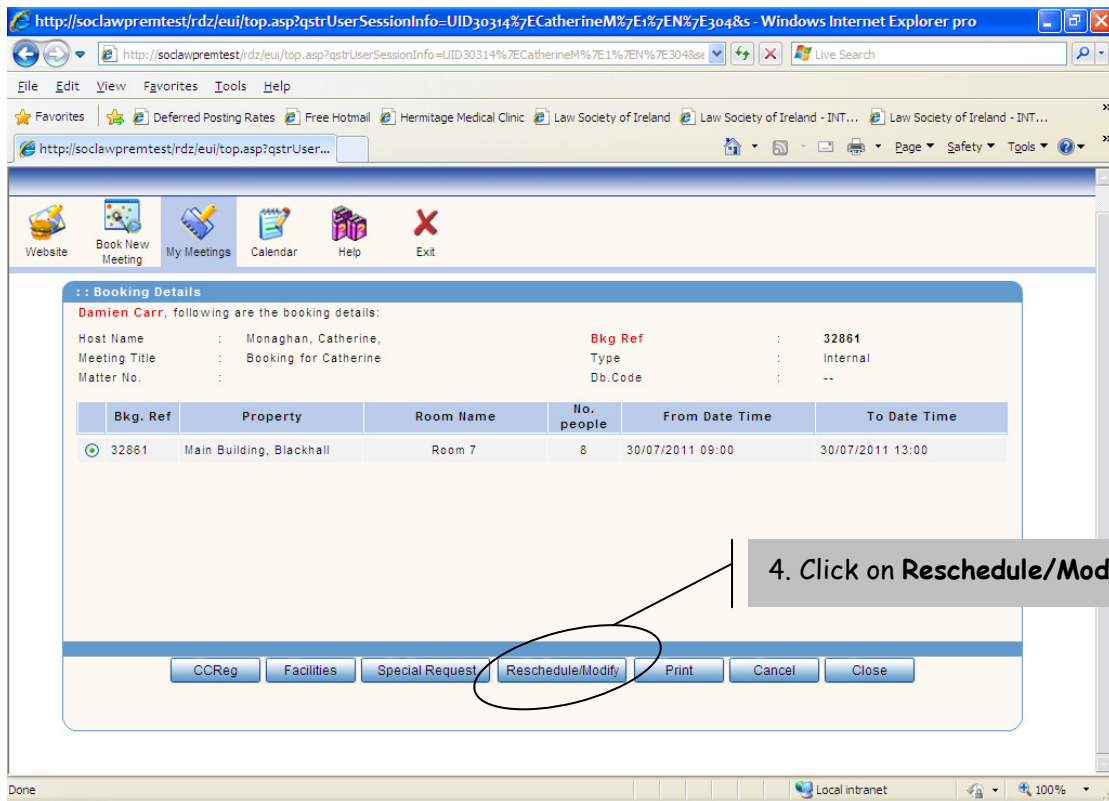
Close

8. Click Close to Finish

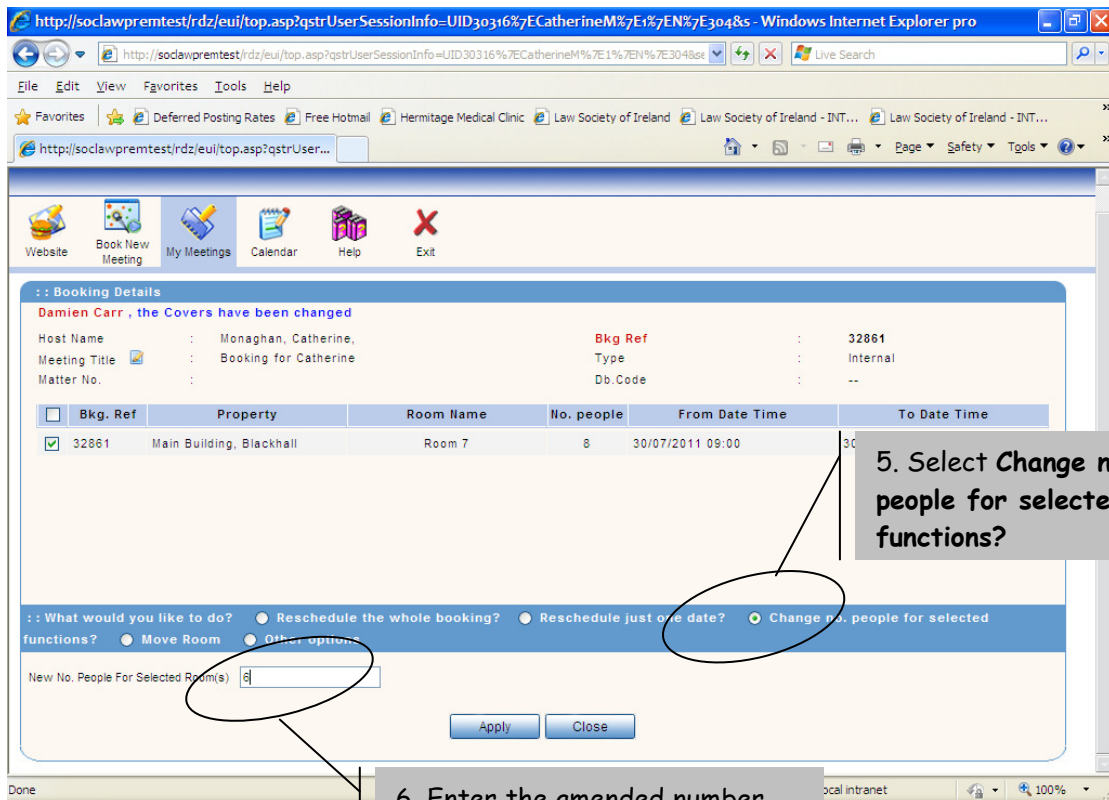
Done Local intranet 100%

How to amend the numbers attending your meeting.





4. Click on Reschedule/Modify



5. Select Change no. people for selected functions?

6. Enter the amended number and click the Apply button.

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Ext

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 32861	Main Building, Blackhall	Room 7	6	30/07/2011 09:00	30/07/2011 13:00

What would you like to do? Reschedule the whole booking? Reschedule just one date? Move Room Other options

Date to Reschedule from: 30/07/2011 [Select] [Clear]

Date to Reschedule to: 30/07/2011 [Select]

Time to Reschedule to: 09:00 [Select] 13:00 [Select] Ignore Timing

[Apply] [Close]

Done Local intranet 100%

7. The number is amended. If you wish to make amendments such as changing dates or times or moving rooms click the **Apply** button and select your option, otherwise click **Close**

Having clicked on Apply above, how to move your meeting to another room.

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Ext

Booking Details
Damien Carr, the Covers have been changed

Host Name : Monaghan, Catherine, Bkg Ref : 32861
Meeting Title : Booking for Catherine Type : Internal
Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 32861	Main Building, Blackhall	Room 7	6	30/07/2011 09:00	30/07/2011 13:00

What would you like to do? Reschedule the whole booking? Reschedule just one date? Change no. people for selected functions? Move Room Other options

Move Meeting From: Main Building, Blackhall- Room 7 Move Meeting To: [Select Room] [Additional Criteria]

- Select Room
- Room 10
- Room 14
- Room 5

Done 0%

1. Select Move Room

2. Click on the 'down arrow' and select your new room. If there is no room listed click on the **Additional Criteria** button to change the search criteria

http://soclawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://soclawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Exit

Booking Details
Damien Carr, the Rooms have been changed

Host Name : Monaghan, Catherine, Bkg Ref : 32861
 Meeting Title : Booking for Catherine Type : Internal
 Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 32861	Main Building, Blackhall	Room 14	6	30/07/2011 09:00	30/07/2011 13:00

What would you like to do? Reschedule the whole booking? Reschedule selected functions? Move Room Other options

Date to Reschedule from: 30/07/2011 [Calendar] [Select] [Clear]

Date to Reschedule to: 30/07/2011 [Calendar]

Done Local intranet 100%

3. Your new room is displayed. Click on Apply or Close to finish. (Both buttons are visible when you scroll down)

http://soclawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://soclawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30316%7ECatherineM%7E1%7EN%7E304&se

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Exit

Booking Details
Damien Carr, following are the booking details:

Host Name : Monaghan, Catherine, Bkg Ref : 32861
 Meeting Title : Booking for Catherine Type : Internal
 Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="radio"/> 32861	Main Building, Blackhall	Room 14	6	30/07/2011 09:00	30/07/2011 13:00

CCRag Facilities Special Request Reschedule/Modify Print Cancel **Close**

Done Local intranet 100%

4. You will note that your meeting is now in Room 14 and there are 6 people attending. Click Close to Finish.