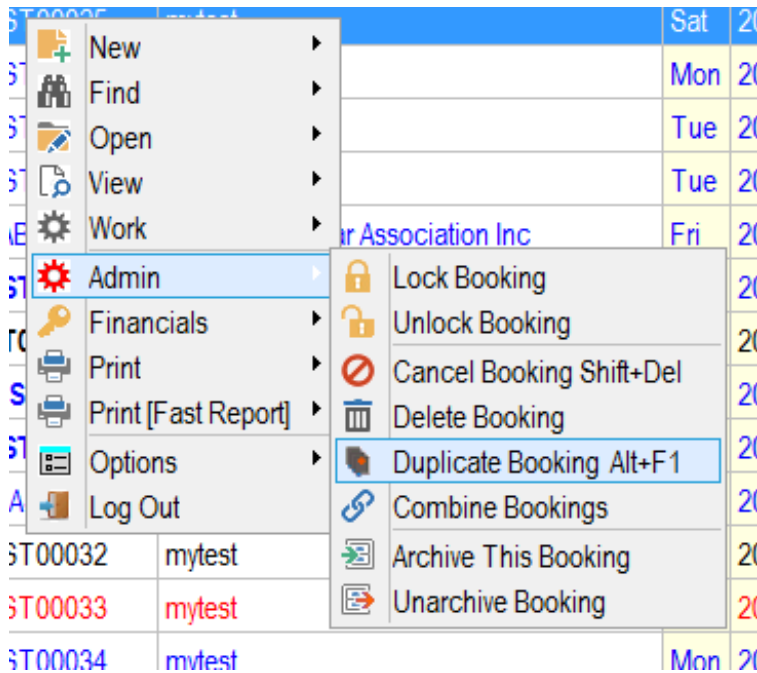# Duplicate a Booking

Last Modified on 07/25/2018 12:26 pm EDT

A duplicate booking is a copy of another booking with a new booking number. To duplicate, right click the booking and select Duplicate. The duplicated booking is not automatically saved. You can edit the customer and schedule dates immediately then save when you're ready.

Choose the sections of the booking you want duplicated

Duplicate Booking Options

☐ Reload Prices for All Lines

☐ Change the Booking Type to 'Sale'

Select the items you would like to duplicate :

☑ Company :AED1 - AED Customer

☑ Equipment List

☐ Venue :

    ☐ Venue Contact :

☑ Freight

☐ Project :

☑ Project Manager :

☑ Salesperson : RP - RP

☑ Booking Notes

Labor :

☐ Assignments

    ☐ Keep Assigned Technicians

    ☐ Technician Hours

☐ Expenses

☐ Notes

☐ Other Crew Information

Note:Labor rates will be refreshed for bookings older than 90 day(s)

✔ OK

Note:

- Freight - If this value is unchecked, delivery/collection pricing and methods will be set to default values.
- The 'Event Type' field in the booking is toed tot he project option, so it will be cleared if the project checkbox is unchecked

- Labour is calculated per Crew Parameter 24; when set will recalculate the crew rate for bookings more than x days old . See screenshots below

Select Crew Parameter

6. Setup Dress Codes	✔ Select
7. Default the H/D Box	✕ Close
8. Default the O/R Box	
9. Print Times or Hours for Labour on Custom Docs	
10. Crew Expenses Default Printing Position	
11. Update Crew Cross rental When Booking Modified	
12. Enable Minimum Crew Hours	
13. Sort Technicians by Code or Name	
14. Hide the OT and DT Columns and Boxes	
15. Crew Default Printing Position	
16. Strict Enforce of Crew Times	
17. 24 Hour Day Calculation	
18. Technician Confirmation Levels	
19. Auto Email Technicians	
20. Prompt For Default Crew With Internal Freight	
21. Maximum crew designation term in days	Search Filter
*	
23. List Techs in Crew Planner with one click	Go to Parameter
24. Recalculate the crew rates (when duplicating)	

When duplicating bookings - recalculate the crew rates for bookings more than X days old

Enter Value

Please enter # of days before reloading crew rates on duplicate (0 to disable).

90

✔ OK