



# Changing Setup/Teardown Minutes

2018 - Spring Edition

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# Overview

This guide shows how to change the automatic amount of time set in the system for **setup** and **teardown** of a function.

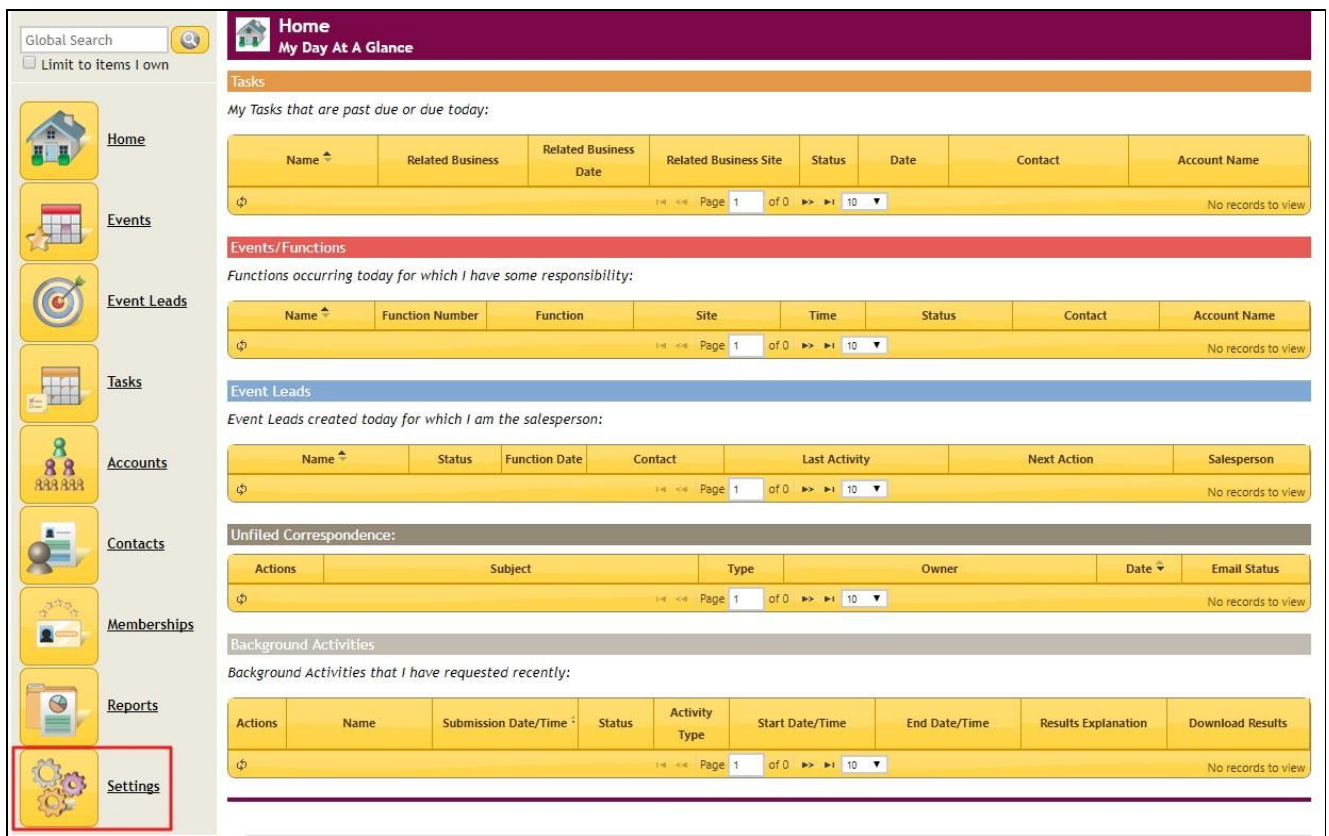
## Use Case(s)

As a Club Admin I would like to know how to change the default setup and breakdown times on a room.

The Club has found that the amount of time for set up is more or less than what they actually need and would like it changed or removed.

# Accessing the Tool

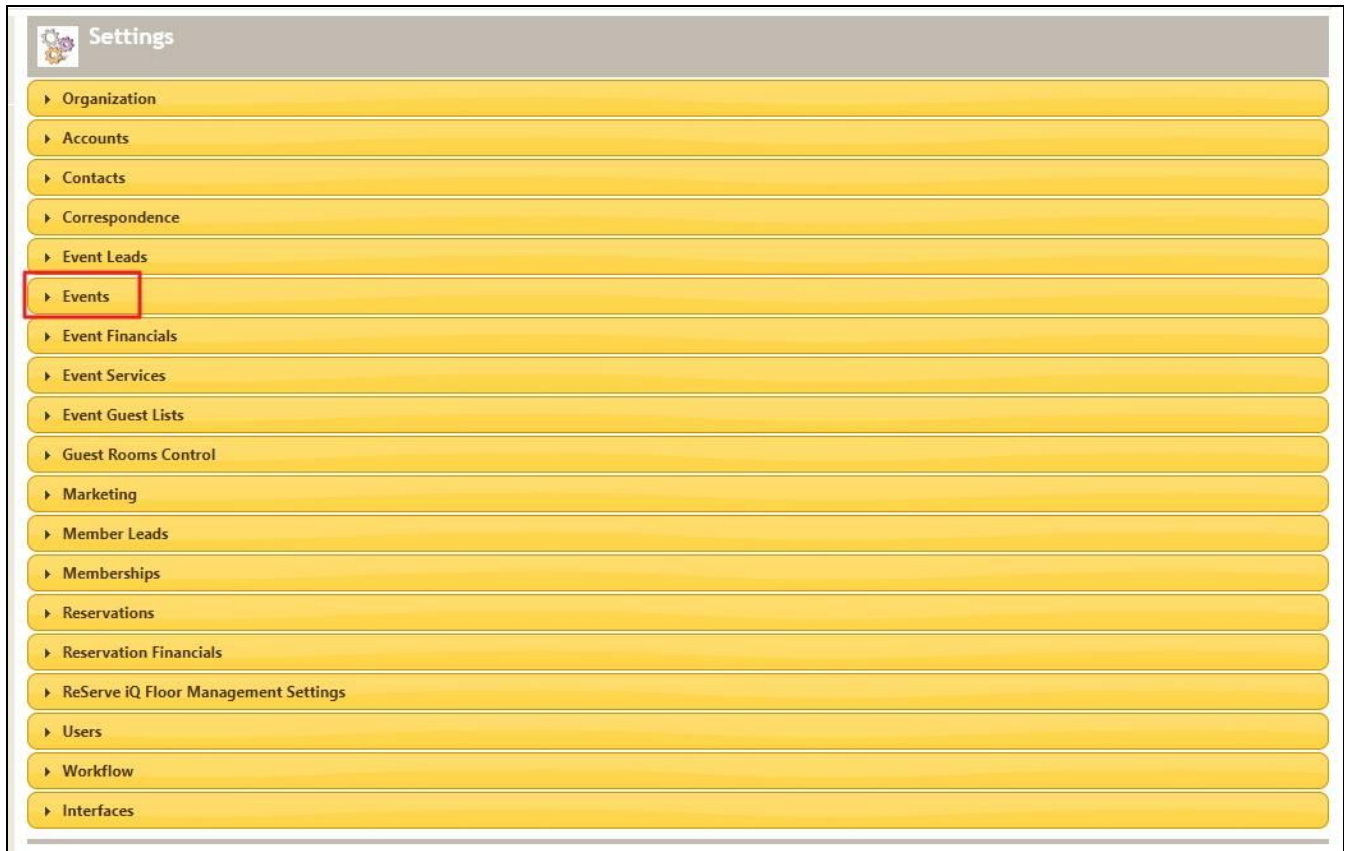
## Settings



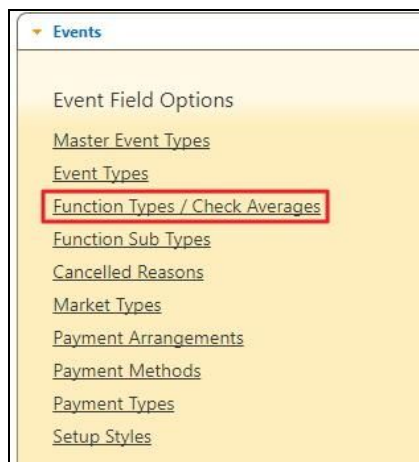
The screenshot shows a web application interface. On the left is a sidebar with navigation icons and labels: Home, Events, Event Leads, Tasks, Accounts, Contacts, Memberships, Reports, and Settings. The 'Settings' icon and label are highlighted with a red rectangular box. The main content area has a purple header with 'Home' and 'My Day At A Glance'. Below the header are several sections, each with a table of data:

- Tasks:** A table with columns: Name, Related Business, Related Business Date, Related Business Site, Status, Date, Contact, Account Name. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Events/Functions:** A table with columns: Name, Function Number, Function, Site, Time, Status, Contact, Account Name. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Event Leads:** A table with columns: Name, Status, Function Date, Contact, Last Activity, Next Action, Salesperson. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Unfiled Correspondence:** A table with columns: Actions, Subject, Type, Owner, Date, Email Status. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.
- Background Activities:** A table with columns: Actions, Name, Submission Date/Time, Status, Activity Type, Start Date/Time, End Date/Time, Results Explanation, Download Results. Below the table is a pagination control showing 'Page 1 of 0' and 'No records to view'.

## Events



## Function Types/Check Averages



After accessing the Function Types/Check Averages menu, click **Edit** next to the line you wish to access, to be able to change the number of minutes.

**Please Note:** Some of the Function Types will need to be edited in the **Master Site** which you can change using the drop down.

⚙ **Settings**  
Function Types

Division Home Base Hospitality Club ^

Site HomeBase Hospitality Club ^ ← May need to change to Master Site.

New Done

Actions	Name ↑	Check Average Amount	Setup Minutes	Teardown Minutes	Visible In Guest Portal	Defined in Master List
	Break	\$0.00	30	30	Yes	Yes
↓	Breakfast	\$17.00	30	30	Yes	Yes
<a href="#">Edit</a>   <a href="#">Delete</a>	Bridge/Maj Jongg	\$0.00	30	30	Yes	
	Brunch	\$17.00	30	30	Yes	Yes
<a href="#">Edit</a>   <a href="#">Delete</a>	Buffet Breakfast	\$17.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Buffet Dinner	\$35.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Buffet Lunch	\$24.00	30	30	Yes	
	Ceremony	\$0.00	30	30	Yes	Yes
	Ceremony & Reception	\$0.00	60	60	Yes	Yes
<a href="#">Edit</a>   <a href="#">Delete</a>	Cocktail Reception	\$12.00	30	30	Yes	
	Dinner	\$35.00	30	30	Yes	Yes
<a href="#">Edit</a>   <a href="#">Delete</a>	Golf	\$0.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Heavy Hors d'oeuvres Reception	\$26.00	30	30	Yes	
	Lunch	\$24.00	30	30	Yes	Yes
	Meeting	\$0.00	30	30	Yes	Yes
	Other	\$0.00	0	0	Yes	Yes
	Reception	\$35.00	30	30	Yes	Yes
	Reception & Dinner	\$0.00	60	30	Yes	Yes
<a href="#">Edit</a>   <a href="#">Delete</a>	Seated Breakfast	\$17.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Seated Dinner	\$35.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Seated Lunch	\$24.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Swim	\$100.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Tennis	\$0.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	ToGo	\$0.00	30	30	Yes	
<a href="#">Edit</a>   <a href="#">Delete</a>	Wedding	\$0.00	30	30	Yes	

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Done

### Settings

#### Edit Function Type

Function Type Name	Bridge/Maj Jongg
Check Average Amount	\$0.00
Setup Minutes	30
Teardown Minutes	30
Visible In Guest Portal	<input checked="" type="checkbox"/>

*The following fields are applicable only when Check Availability is used on the Event Book.*

<i>i</i> Check Availability	
Duration	
<i>i</i> Check Availability	
Frequency	
<i>i</i> Activity Type	None ^
Locations	None ^

**Save** **Cancel**