



Booking Control

Booking setup	
Finish past booking	<input type="checkbox"/> Control
Undo finish past booking	<input type="checkbox"/> Control
Cancel past booking	<input type="checkbox"/> Control
Cancel booking rule	<input type="checkbox"/> Allow cancel booking <input checked="" type="checkbox"/> Allow cancel same day booking <input type="text" value="1"/> hours in advance <input checked="" type="checkbox"/> Before <input type="text" value="12:00 am"/> allow cancel next day booking before <input type="text" value="12:00 am"/>
Remove past booking	<input type="checkbox"/> Control
Book, modify, reconfirm, undo reconfirm, arrive, undo arrive, ready and undo ready past booking Add time out and edit time out at past booking table At past booking table same day move and change date	<input type="checkbox"/> Control
No Show and undo no show past booking	<input type="checkbox"/> Control
Change past booking remark	<input type="checkbox"/> Control

The above setup controls the users to finish, undo finish and cancel past bookings, as well as to cancel booking rules and remove past bookings.

When the above controls are activated, booking authority of selected staff can override settings in booking setup.

Under Staff > Staff, individual booking authority can be assigned to selected staff.

Booking Authority (overridden General Settings)	
Override Access All Bookings	<input type="text" value="Not allow"/>
Allow Finish Past Bookings	<input type="text" value="Not allow"/>
Allow Unfinish Past Bookings	<input type="text" value="Not allow"/>
Allow Cancel Past Bookings	<input type="text" value="Not allow"/>
Override Cancel Booking Rules	<input type="text" value="No"/>
Allow Remove Past Bookings	<input type="text" value="Not allow"/>
Allow book, modify, reconfirm, undo reconfirm, arrive, undo arrive, ready and undo ready past booking Add time out and edit time out at past booking table At past booking table same day move and change date	<input type="text" value="Not allow"/>
Allow no show and undo no show past booking	<input type="text" value="Not allow"/>
Allow change past booking remark	<input type="text" value="Not allow"/>
Maximum Booking Hours Per Day	<input type="text" value="0"/> Hours (Leave it blank if it is not specified)



By controlling the maximum booking hours per day, the system can prevent individual staff from using excessive booking time.