GROUP BOOKINGS FILTER

You will learn:
1. How to easily track a particular group reservation

1. How does group bookings filter work?

Group bookings filter field is located in the central part of the calendar`s toolbar.

When you enable it, all individual reservations will disappear from the calendar while all group reservations will be marked white. If you click one of the group bookings on the screen, all reservations belonging to this group reservation will be highlighted.

CASE STUDY

We have the following situation:
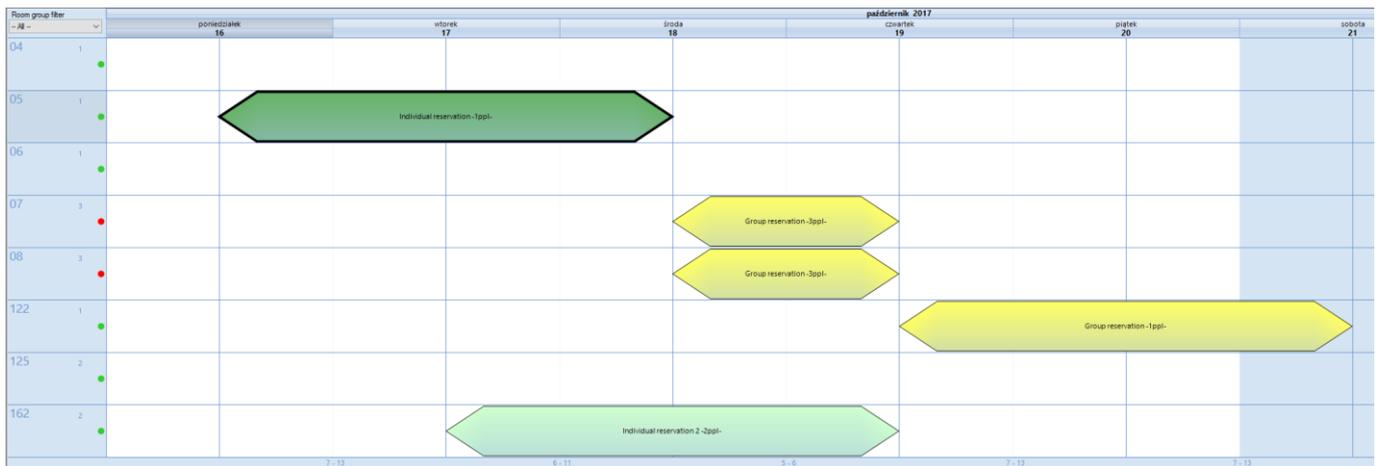
If it hadn`t been for the reservation names, I wouldn`t be able to tell which reservations belong to the same group reservation. How to easily find that out without referring to your memory?

I will now enable the "Group bookings filter" option.
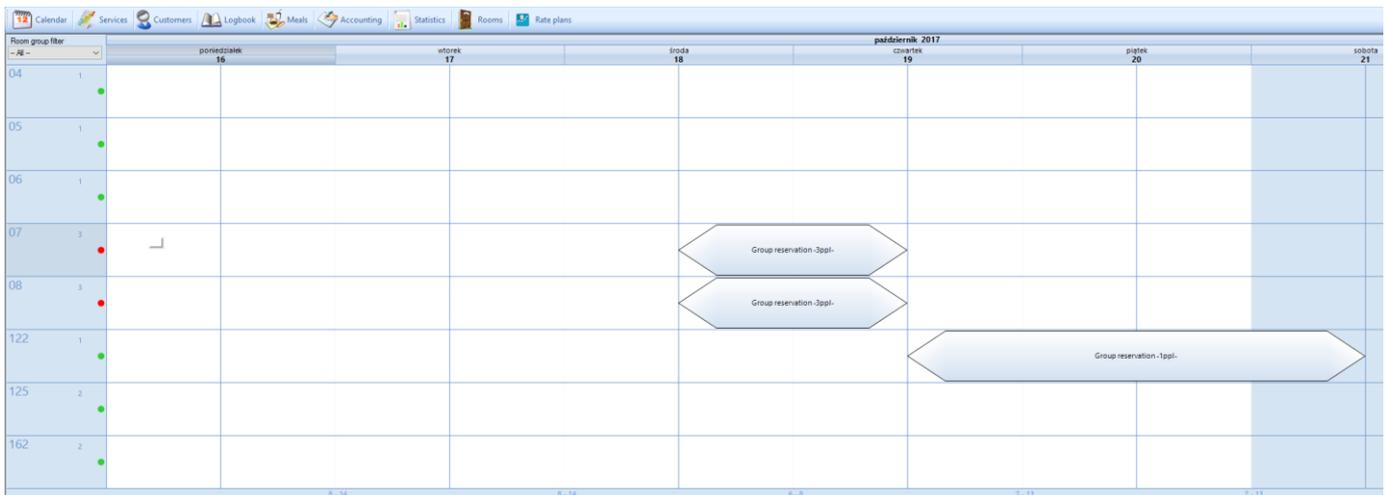
All individual reservations have disappeared while three remaining ones are highlighted in white.
I will click on the first reservation on the top to see which group reservation does it belong to.
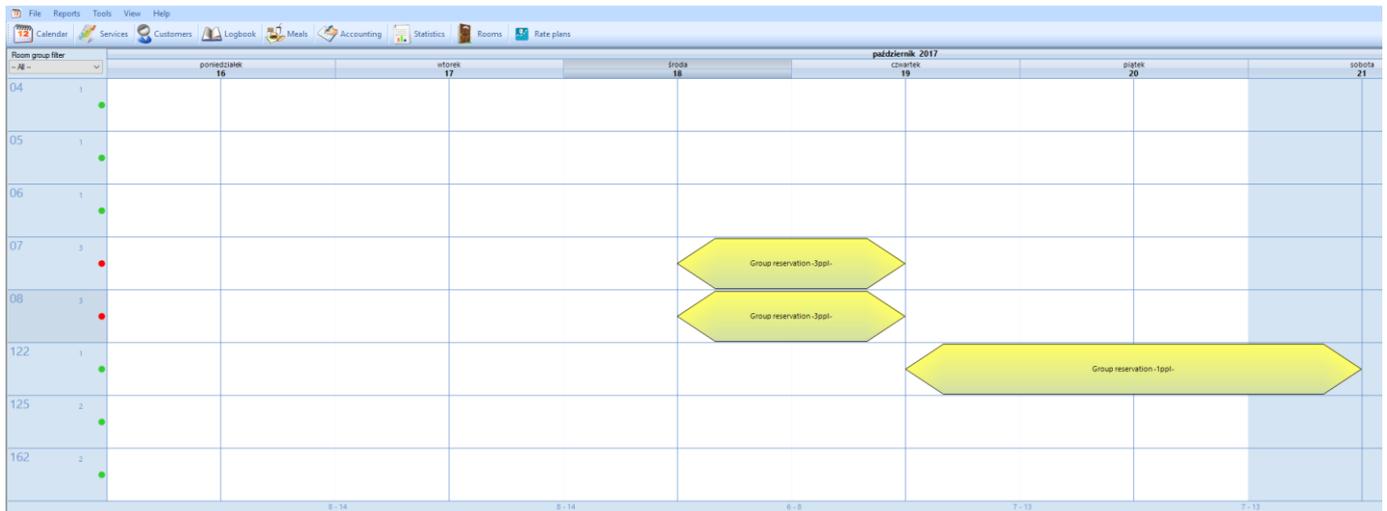
Now I know all three reservations belonging to the given group reservation.