VENUE BOOKING SYSTEM (VBS)

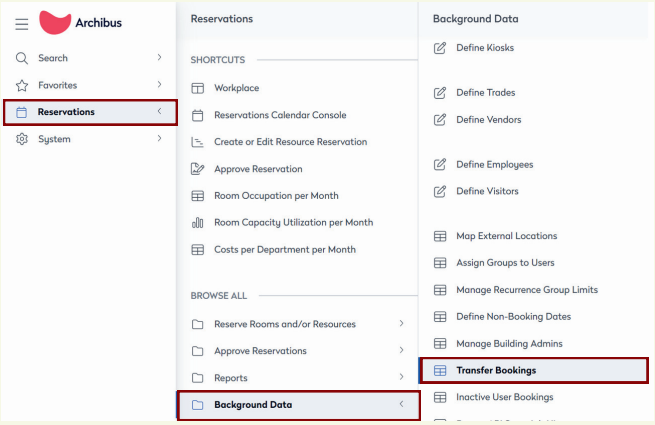
Tip 10: Transferring Bookings (To new administrator)

(Super Admins)
(Building Admins)

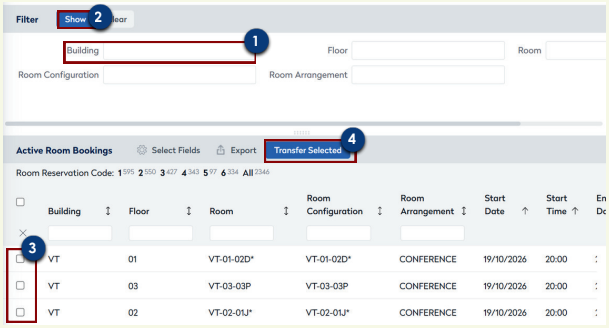
QUICK TIPS

1 Adding administrator for your building

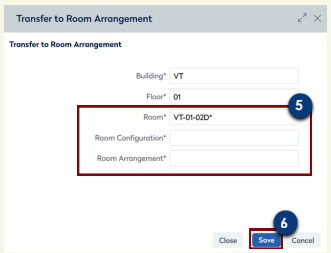
Navigation Path:
Reservations > Background Data > Transfer Bookings



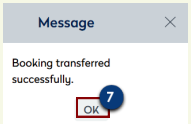
Step 1: Input Building
Step 2: Select "Show"
Step 3: Tick the checkbox
Step 4: Select "Transfer Selected"



Step 5: Input new room details
Step 6: Select "Save"

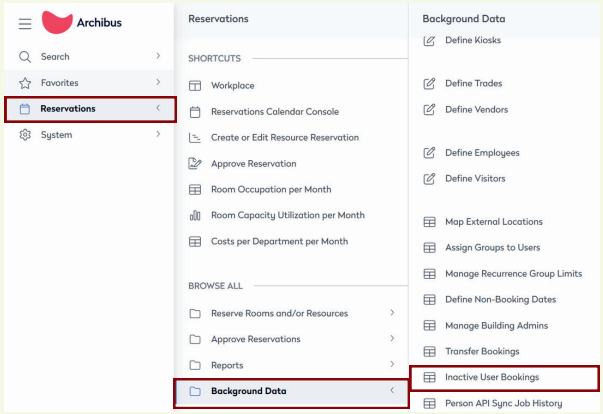


Step 7: Select "OK" on the confirmation message.



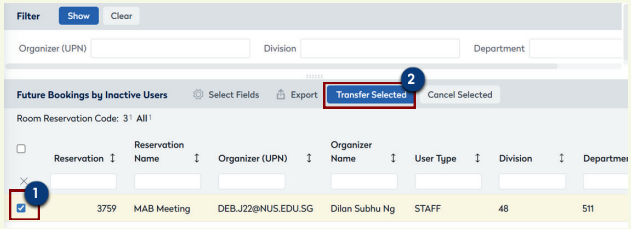
2 Transfer Inactive User Bookings

Navigation Path:
Reservations > Background Data > Inactive User Bookings



When there is an inactive user, the bookings will be displayed

Step 1: Tick the checkbox
Step 2: Select "Transfer Selected"



Step 3: Input new user
Step 4: Select "Save"



Need Help? (Text only)
Scan the QR code to send us a message.