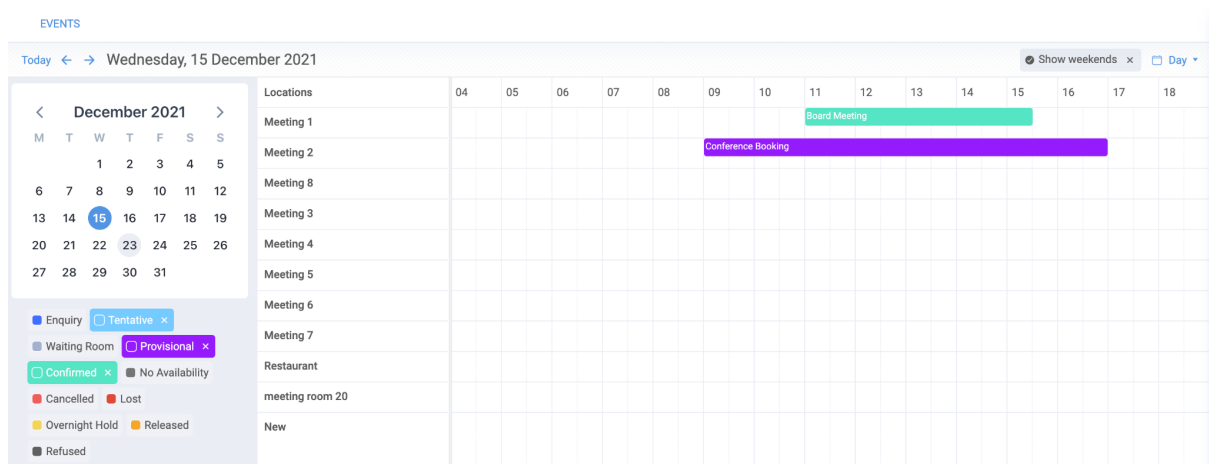




# ALKIMII

INFORMATION TRANSFORMATION

## Alkimii V2 Events Status Explained



\*Tentative will now display on your calendar as a default

## Enquiry

<b>Explanation</b>	A potential piece of business that has come into the events team. Enquiries should be entered into the system to give you the most accurate idea of potential business on the books and space available for other future enquiries.
<b>S&amp;C Equivalent</b>	Enquiry
<b>Location Behavior</b>	Location is held and cannot be double booked by any other status.
<b>Alkimii Tip</b>	Enquiry is a default status to display on your calendars.  Function sheets can be created at this status but will display with a watermark to ensure enquiry function sheets don't get mistaken for confirmed events.

## Provisional

<b>Explanation</b>	An enquiry that has been verbally agreed by the client to proceed with the event. The contract and invoice will be created during a provisional booking and prepared to send to the client.
<b>S&amp;C Equivalent</b>	Provisional
<b>Location Behavior</b>	Location is held and cannot be double booked by any other status.
<b>Alkimii Tip</b>	Provisional is a default status to display on your calendars.  Function sheets, contracts and invoices can be created whilst an event is under this status.

## Tentative

<b>Explanation</b>	A booking should move to tentative once we have sent the contract to the client and remain in this status until the signed contract has been returned.
<b>S&amp;C Equivalent</b>	Tentative
<b>Location Behavior</b>	Location is held and cannot be double booked by any other status.
<b>Alkimii Tip</b>	Tentative is a default status to display on your calendars.  Function sheets, contracts and invoices can be created whilst an event is under this status.

## Confirmed



<b>Explanation</b>	Once the signed contract has been returned you should move the event status to confirmed.
<b>S&amp;C Equivalent</b>	Actual
<b>Location Behavior</b>	Location is held and cannot be double booked by any other status.
<b>Alkimii Tip</b>	<p>Confirmed is a default status to display on your calendars.</p> <p>Function sheets, contracts and invoices can be created whilst an event is under this status.</p> <p>Changes can still be made to all confirmed bookings like numbers, menus etc. A log of all changes will be kept on the right hand side of the event.</p>

## Cancelled



<b>Explanation</b>	If an event has been completely cancelled by the client at any stage during the event process you should change the status to cancelled rather than deleting an event. This information can be viewed historically to help with potential leads.
<b>S&amp;C Equivalent</b>	Cancelled
<b>Location Behavior</b>	Location is released and becomes available for booking.
<b>Alkimii Tip</b>	Cancelled can be viewed on any of your calendars by selecting the filter on the left hand side.

## Lost



<b>Explanation</b>	If an event has selected another destination or property then you should change the status of the booking to lost rather than deleting an event. This information can be viewed historically to help with potential leads.
<b>S&amp;C Equivalent</b>	Lost
<b>Location Behavior</b>	Location is released and becomes available for booking.
<b>Alkimii Tip</b>	Lost can be viewed on any of your calendars by selecting the filter on the left hand side.

## No Availability

<b>Explanation</b>	If a potential event comes in as an enquiry but you don't have the space to accommodate this enquiry you should still enter the booking into the system under the No Availability status. This information can be viewed historically to help with potential leads.
<b>S&amp;C Equivalent</b>	-
<b>Location Behavior</b>	Location is released and becomes available for booking.
<b>Alkimii Tip</b>	No Availability can be viewed on any of your calendars by selecting the filter on the left hand side.

## Waiting Room

<b>Explanation</b>	Waiting Room is used for cold, long lead in time type enquiries. A good example of waiting room in use would be blocking the space for a potential big sporting event that might be in the area that you would expect business from but is not confirmed as of yet. If the event was to go ahead you can then move space into enquiry status.
<b>S&amp;C Equivalent</b>	-
<b>Location Behavior</b>	Location is blocked and other bookings cannot be entered until this block is removed.
<b>Alkimii Tip</b>	Waiting Room can be viewed on any of your calendars by selecting the filter on the left hand side.

## Overnight Hold

<b>Explanation</b>	Overnight Hold would be used when you have asked the client to confirm a booking in a specific time frame. When the decision has been made the status can be changed accordingly.
<b>S&amp;C Equivalent</b>	-
<b>Location Behavior</b>	Location is blocked and other bookings cannot be entered until this status is changed.
<b>Alkimii Tip</b>	Overnight Hold can be viewed on any of your calendars by selecting the filter on the left hand side.

## Released



<b>Explanation</b>	Released would be used if any live booking status client has gone unresponsive and the space has been released for rebooking. This information can be viewed historically to help with potential leads.
<b>S&amp;C Equivalent</b>	-
<b>Location Behavior</b>	Location is released and becomes available for booking.
<b>Alkimii Tip</b>	Released can be viewed on any of your calendars by selecting the filter on the left hand side.

## Refused



<b>Explanation</b>	Refused can be used when an enquiry comes in for a type of event that your property doesn't cater for. This information can be viewed historically to help with potential leads.
<b>S&amp;C Equivalent</b>	-
<b>Location Behavior</b>	Location is released and becomes available for booking.
<b>Alkimii Tip</b>	Refused can be viewed on any of your calendars by selecting the filter on the left hand side.