

1 Linking Acts

1.1 Linking Acts Overview

You can have up to three acts, who work under different names, linked as one using the link act feature to help prevent double booking.

For instance if a linked act is booked then the corresponding act(s) will be marked as unavailable.

If you make bookings when the other act(s) is working you will be warned before the booking is made.

In reverse when a act is cancelled the linked acts are made available.

You have one Master Act and two secondary Acts.

When setting up links always start with the Act which is to be the Master.

In the availability display you can have the option to show the booked messages or show no messages (Just trust Agent2000 will have made them unavailable in the correct order)

You can combine all the confirmations into one (although on separate pages) or confirm as individual acts as normal.

Likewise you can put all Invoices for the linked acts into one account (always the Master Act account) or treat them as individual.

Confirmations and invoices will only operate as above in manual mode, they will not work s above in bulk mode.

In bulk mode any bulk invoices for Linked acts will be removed and you will be instructed to invoice manually.

1.2 Add/Del Link Act

The linking is done within the act maintenance display, (remember always on the master Act), by clicking on the button Link Act".



This will take you to a 2nd display where you add the 2nd and 3rd act.

The Primary (or Master) act is the Act Account you will use as the single account.



Clicking on the "Link Act" button, (shown above) will open the act search screen. Simply click on the Act(s) you want to link.

That's all you need to do to link Acts.



Should you need to remove a link then click on the "Link Act" button, (assuming the act is already linked) the question

" Do you want to delete this link" will appear, click Yes to delete link.

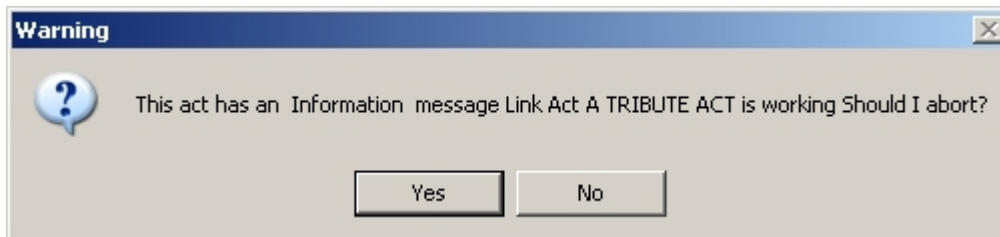
If you need to change a link act then delete it first and then re link.

When you delete a link all messages relating to that link are reset excluding any individual messages you may have inputted via the "Add Messages" function

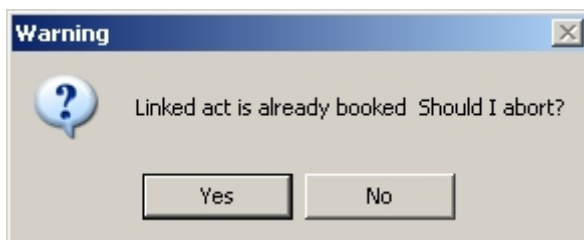
1.3 Add New Bookings

As explained earlier, when you enter a new booking for one of the Acts the other Act will automatically be made unavailable.

If you try to book when one of the Acts is works you will get the following warning



then you will get another warning.



If you book after that - well it's your own fault if there is a cock-up.

1.4 Availability

When you enter a booking for one of the Acts - the other Act(s) will automatically be made

unavailable.

This clip below shows a date when all Acts are available.

ON NAME, F2 OF Shift-left Click for dates

Availabilities for		Wednesday 25 July 2007
Artiste	Message(Click for more	Ca
A TRIBUTE ACT		5
A MEMBER OF A TRIBUTE		5
A SOLO ACT		5

This clip below shows the Master Act is booked and the availability tells you why the 1st & 2nd Act is unavailable. (This can be set not to show on request).

Availabilities for		Wednesday 25 July 2007
Artiste	Message(Click for more	C
A MEMBER OF A TRIBUTE	Master A TRIBUTE ACT book	5
A SOLO ACT	Master A TRIBUTE ACT book	5

This clip below shows one of the Secondary acts is booked so the Master is unavailable but the other Secondary act is available

Availabilities for		Friday 27 July 2007
Artiste	Message(Click for more	Ca
A TRIBUTE ACT	Ink A SOLO ACT booked	5
A MEMBER OF A TRIBUTE		5

So from the above you should never double book

1.5 Cancelled Dates

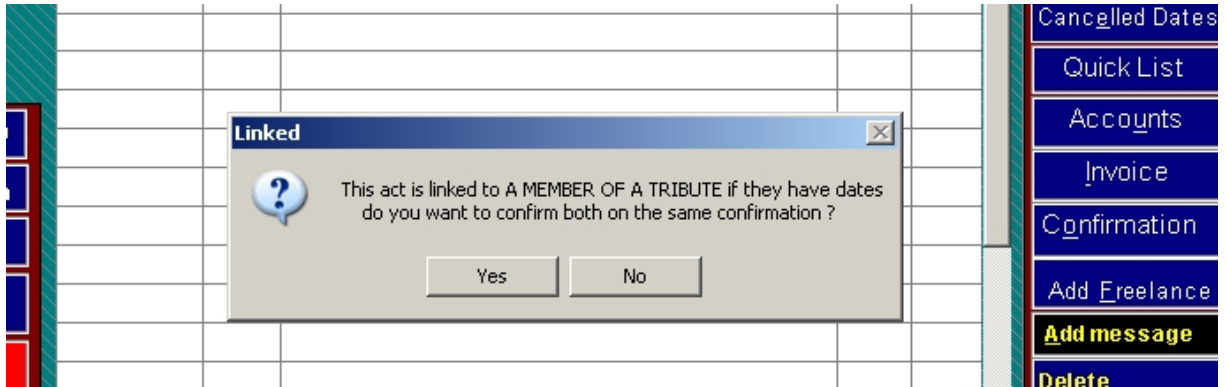
When a date is booked for a linked Act, the matching Act(s) is made unavailable. If the booked act is the Master Act then both Secondary Acts are made unavailable

If the Booking is for a Secondary Act only the Master Act is made unavailable

When you cancel a date on a linked act then all Acts are again made available.

1.6 Confirming

When you confirm Acts where a link exists the message below is shown.



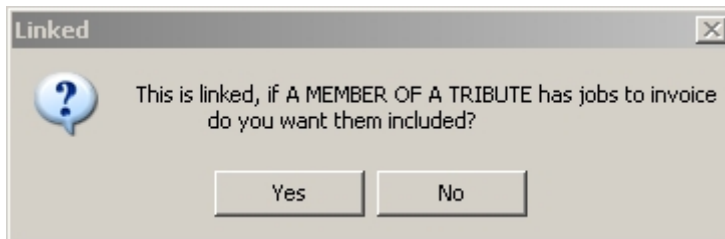
If you answer "Yes" then a confirmation will be raised including both acts. These will actually be separate confirmations but printed together.

If you answer "No" then only the confirmation applying to the selected Act will be produced.

Please note this only works on manually raised confirmations and not on bulk confirmations.

1.7 Invoicing

When you invoice a linked Act the following message will show.



By clicking "Yes" the linked Acts will be included on the invoice and all will be **posted to the same Account.**

By clicking "No" each Act will be treated as an individual invoice and Account.

If you intend to use just one Account then adjust the Accounts so the balances are correct. i.e. The linked Act account ideally needs to be at zero so all accounting is done on the (Primary) Act's account. This keeps the brought forward balance correct on the invoices.

Please note this only works on manual invoices and not bulk invoices. On bulk invoices linked acts will automatically be excluded. You will be given a report of the acts to invoice manually.

1.8 Messages

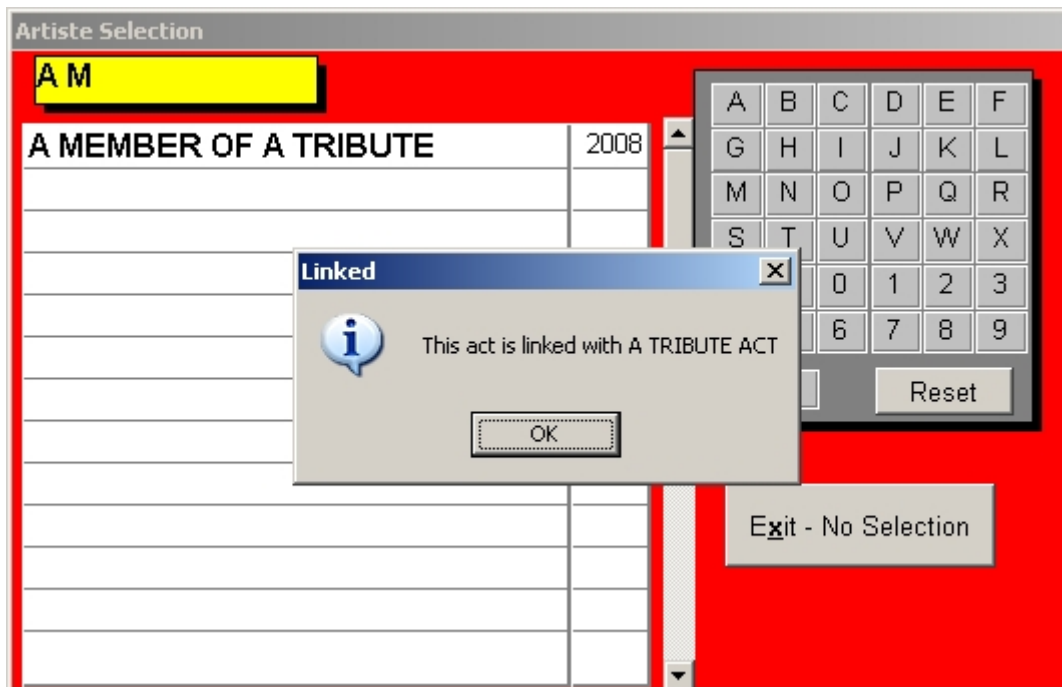
When you put an unavailable message on one of the linked acts the message as entered will appear along with the option to add to linked acts.

If you accept to add the message to any linked act in that set, an unavailable message will be added to the other acts.

When a Link Act is removed from a link set all relevant messages are also removed. The one exception is manually entered messages via "Add Messages" will not be removed, although messages to linked acts for that message will be removed.

1.9 Searching Linked

When you click on the Act search display if you select an Act already linked a message will be shown as below.



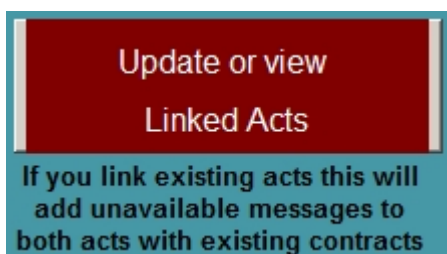
This is only a note to remind that a link exists.

1.10 Updating Linked Diaries

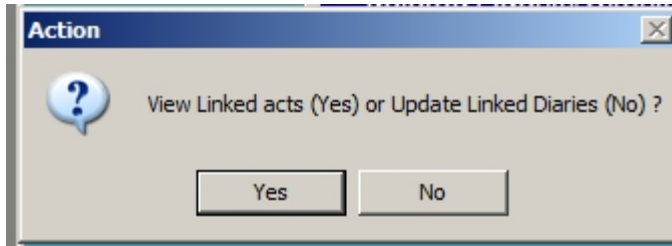
When you first install the Linked Act feature obviously the diary will not show the links on existing bookings.

To make links on existing (unlinked) bookings click on the Utilities Tab and select Cleanup.

On the bottom right is a button named "Update of View Linked Acts"



This is two fold action.



Clicking the button and choosing YES will display a list of all the linked acts on the system. Clicking the button and choosing NO will scan the system, (for the period between the dates you set), and set the appropriate messages etc for all the linked acts.

2 New Daybook Confirm

2.1 Overview

Daybook confirmations will allow for confirmations to be raised from the Daybook. This means at the end of the day you can do all the confirmations in one go.

But this is not all.

The Bulk Act, Agent & Venues confirmations now give the option to confirm by Daybook (Entered Date) or by the Gig Date (Play date).

The advantages are obvious.

You can now confirm one, two, three or as many days, between any two dates by Daybook, as well as by Gig Date

So at the end of the day, or end of the week, confirm just the new dates you have booked by Daybook.