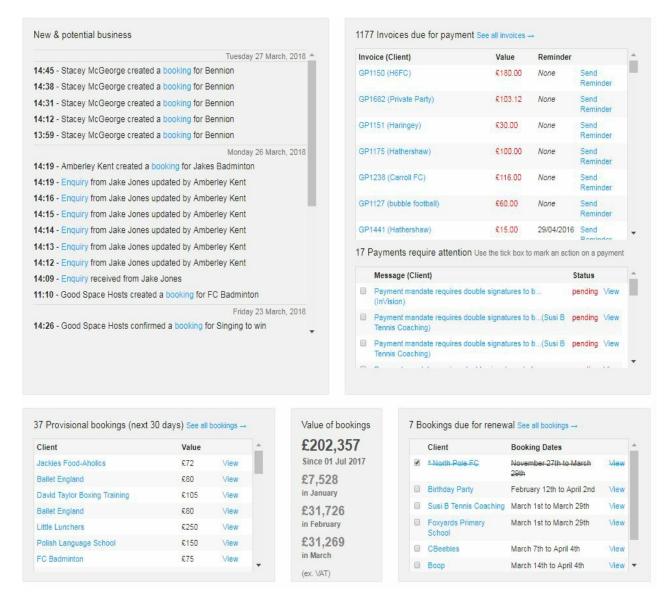
Amend 'Value of bookings' on Dashboard

Last Modified on 11/09/2023 4:02 pm BST

Your Dashboard shows a value of the bookings at your venue over a defined 12 month period. It's easy to change this to reflect your reporting periods (i.e. calendar year, academic year, financial year).



To amend this, you'll need to enter the 'Manage' area of your booking system. This is done via the tab on the right hand side of your screen.

From here, click on Edit Venue, then select the Billing tab. Under the **Billing** section, choose the date you require & click Save. This will now be amended for your venue.

