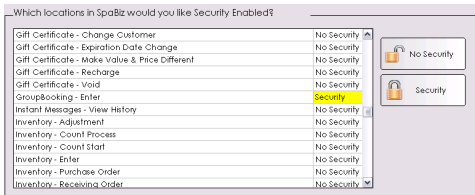


# group booking - settings

Use this guide to establish security and a default setting for Group Booking.

## Security Setting

1. From the main menu bar, click on the Blueprints icon.
2. Click on the Security button.
3. Scroll down until you see: GroupBooking – Enter, and then set security appropriately.
4. Click the Return to Previous Screen button when you are finished.



## Default Setting

1. From the main menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. Click on the Set Default Settings button.
4. Scroll down until you see the question “Show retention color on the resource block times.”
5. Select, ‘Yes’ in the Answer Here drop down menu, and click the Save Answer button.
6. Click the Return to Previous Screen button when you are finished.

