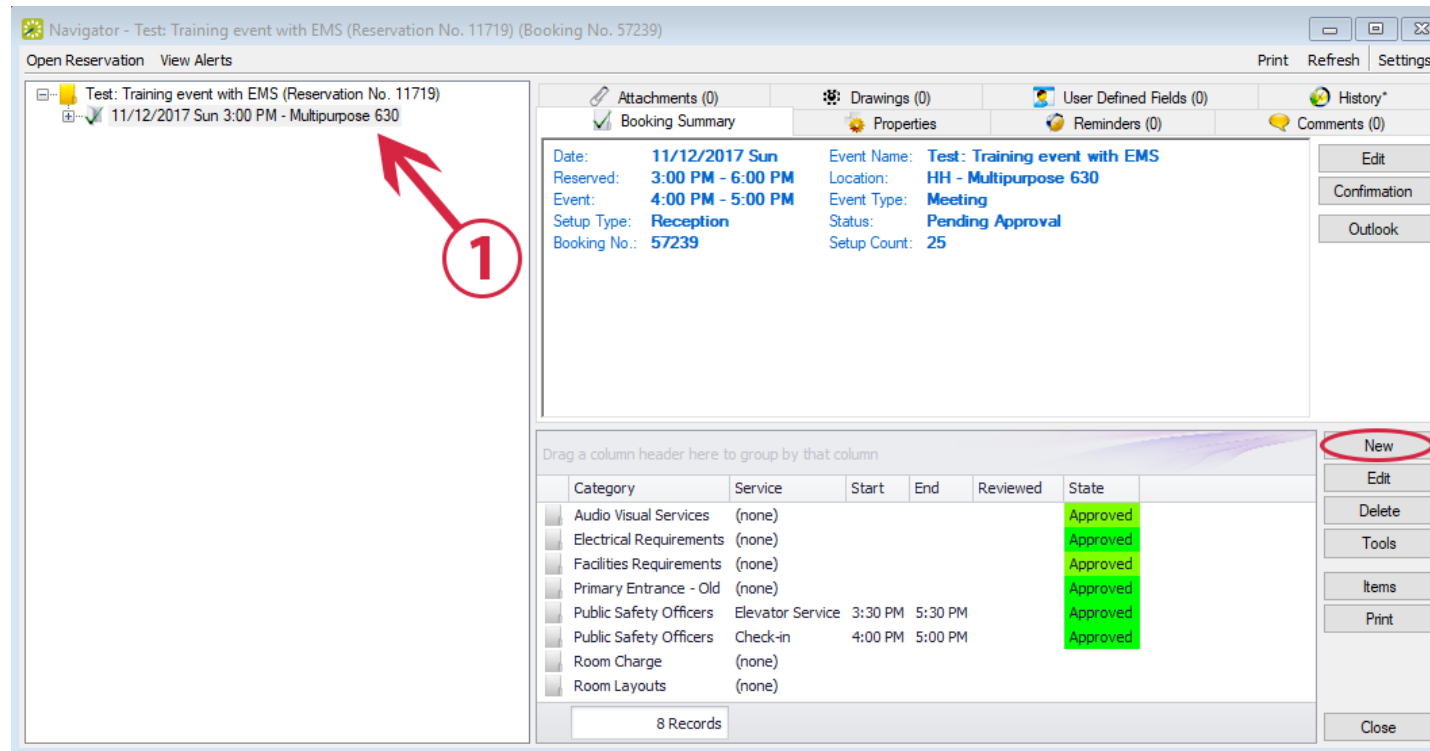


EMS Client User Guide

Adding Booking Details



- 1) From the Navigator, make sure you have the Booking selected in the left panel, click the **New** button in the lower-right panel and select the Category you need.

The screenshot shows a software window titled "Audio Visual Technicians". It has two tabs: "Resources" and "Packages", with "Resources" currently selected. Below the tabs are three input fields: "Grouping:" with a dropdown menu set to "(all)", "Quantity:" with a text box containing "1.00", and "Filter:" with an empty text box. Below these fields is a table with three columns: "Resource (4)", "Price", and "Serve". The table contains four rows of data:

Resource (4)	Price	Serve
AVS Technician BA 1	\$37.94	
AVS Technician BA 2	\$47.09	
AVS Technician BA 3	\$54.53	
AVS Technician CA	\$30.00	

At the bottom of the window are two buttons: "Select" and "Cancel".

2) A window with the list of Resources will appear. Enter the quantity you need, click on a Resource from the list and click **Select** at the bottom.

Note: When you select an item, it will be added to the booking but the window will not close, allowing you to select more items if necessary. Close the window when you've selected everything you need.