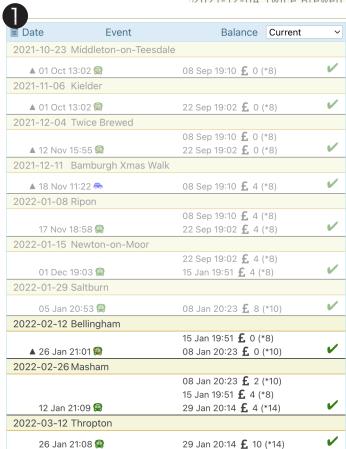There are currently three different ways of viewing the bookings log. The idea is to consider all three and eventually just pick one (perhaps slightly modified).

You can cycle around the three options by clicking on the little page icon in the header.
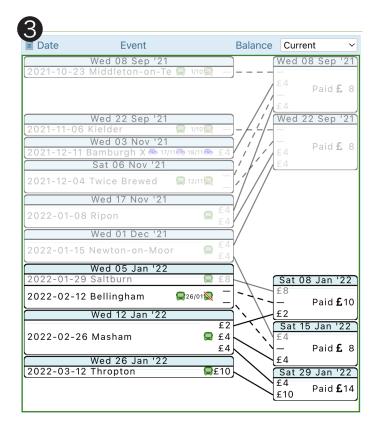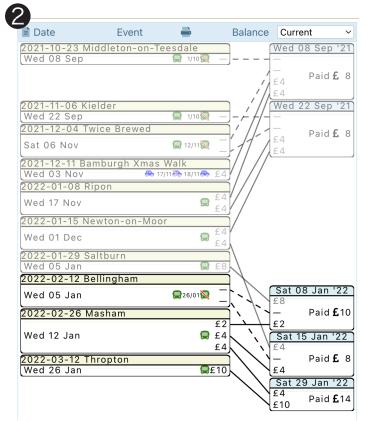

❶

Option ❶ is the report we have been using since the restart last August. The bookings are ordered by walk date. It's easy to find the walk details but understanding how the payments received are used is not at all clear.

Option ❸ is based on the report I shared a few weeks ago. Here the bookings and payments are separated and the relationships are shown by connecting lines. Here the bookings are grouped and ordered by the date the booking was first made.

Option ❷ is a cross between ❶ and ❷. Like ❶ it has the bookings ordered by the walk date. The sequence only makes a difference when when walks are booked out of sequence. In the example shown the position of *Xmas* and *Twice Brewed* walks are reversed.

When looking at the various version a blue heading indicates that it is sequenced by date it happened whereas a heading indicates it is sequenced by the walk date.
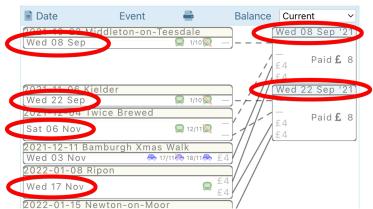
❸

❷

Time Sequence

In the reports time runs forward from the top to bottom.

This is most clearly seen in ❸. Looking at the blue heading, the dates shown step nicely forward in time and when a booking and payment are made on the same day then the headings are at the same level going down the page. It never goes backwards and there is no sense of scale - stepping one line forward could be a step of one day or one year. What is important is the sequence.

❷ has this same sense of time moving forward but it is not quite so obvious. Although each booking is sequenced by walk date they are placed on the time scale by when they were actually first booked so long as that doesn't make time go backward.

Looking at the top of the report we see that on the 8th and 22nd of September bookings and payments were made on the same day and so the blocks for payment and booking are aligned.
The next walked in sequence is *Twice Brewed* which was booked on 6th November so that moves the timeline forward.
Next is the *Xmas* walk which was booked "out of sequence" and so has no affect on the timeline.
Ripon booked on the 17th November is OK and move time forward.
If there had been another payment to be fitted in it would be positioned by date relative to the time line and would not be affected by the *Xmas* booking.

If a payment had been received on the 3rd November it would have been positioned next in the payment column and would move the timeline forward and so the *Twice Brewed* and subsequent bookings would be pushed down by four lines to be in the correct position in the time line.

Looking at the bottom of the report none of the bookings and payments were on the same day, so the blocks step downwards in a zigzag like arrangement.
Note the two walks booked on 5th January are treated as one to the payment on the 8th follows the second of these entries.

One major difference between the old format and the new is the way booking history is handled.

In the old report only the latest status is shown. Hovering the mouse over an entry with history cause the report to expand to show the details
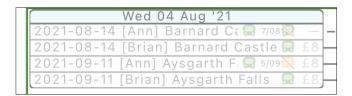

In the new reports, the history is shown as a series of icons with the date the transition took place between them. When there is a lot of history the data may be split between two lines.
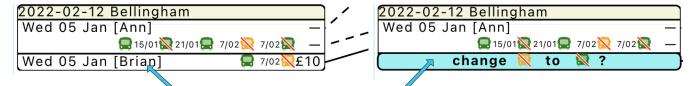
(This splitting has not yet been added to option ❸).

This less precise because the time isn't shown but it doesn't change and is better suited to printing this data
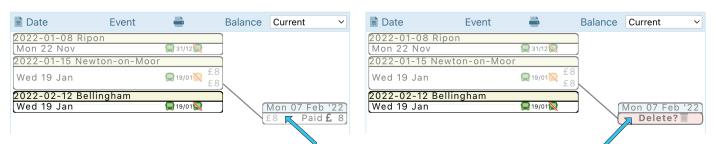
In ❸, because each line is holding the walk venue, which it gets a lot more cluttered and would probably result in far more entries being split over two lines.

This is one of the reasons why I prefer ❷.

Late cancellations can be changed into regular cancellation. Hove the mouse over the entry in question and the line should change into a button that actions the change

In a similar fashion, a payment can be deleted so long as it has not yet been banked. Hover the mouse over the entry to transition into a delete button.

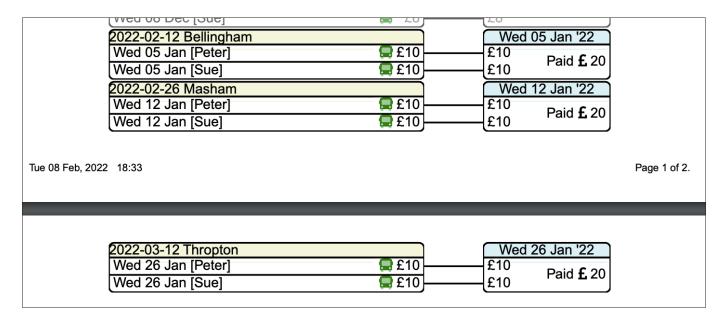And similarly, refunds and credits can be deleted,

Printing

Finally, in ❷ there is an option to extract the logs into a pdf file so it can be printed or saved and shared with email.

Clicking the printer icon in the header will open the pdf version of the report in a new tab in the

If the report flows over multiple pages (currently showing all data for Peter & Sue Reed is the only place where this happens) then the block should always be fully contained on one of the pages. They should never be split over two pages.
The lines connecting bookings and payment can flow across the page divide.

This print feature can easily be added to ❸ if required.