

Chick-fil-A Reservation System

Breakfast Giveaway | Operator/RMD Guide

Customize Your Event:

1. On the Home/Reservation Dashboard page, in the 'Active' reservations table, click the **View Summary** link in the last column of the table for the event you wish to modify. (This will take you to the 'Occurrence'(Store) page)

Show 10 entries	Copy	CSV	Excel	Show / hide columns	Search:	
Event Name	Start Date	End Date	Site Start Date	Site End Date		
Chicago Area -MSDK - August 5, 2013	8/5/2013	8/5/2013	7/22/2013	8/5/2013		Details
Cincinnati Area-Breakfast Giveaway - July 15 - July 20	7/15/2013	7/21/2013	7/8/2013	7/21/2013	1	Details
New Jersey - Customer Reception - July 24, 2013	7/24/2013	7/24/2013	7/2/2013	7/24/2013		Details
Philly-Customer Reception-July 23, 2013	7/23/2013	7/23/2013	7/2/2013	7/23/2013		Details
Showing 1 to 4 of 4 entries						First Previous 1 Next Last

2. On your 'Occurrence' page, in the first table, click the **Edit Capacity** link in the first column of the table for your store event to see the timeslot and capacity settings for your event.

Show 10 entries	Copy	CSV	Excel	Show / hide columns	Search:	
	Store Name	Occurrence Id		Store Id	Status	
2	Edit Capacity Houston Road FSU	232	View	02593	Live	
Showing 1 to 1 of 1 entries						First Previous 1 Next Last

3. The 'Edit Occurrence' page displays the timeslots and capacity per timeslot CFA, Inc. has set up for your event. The timeslots cannot be changed by an Operator or RMD.

Time Slots			
Date	Time Slots	Reservation Limit	
Monday, July 15, 2013	6:30 AM to 7:30 AM	125	delete
	7:30 AM to 8:30 AM	125	delete
	8:30 AM to 9:30 AM	125	delete
	9:30 AM to 10:30 AM	125	delete

4. Capacity (maximum reservations) for each timeslot can be modified by entering a new number into the text field, or clicking the up and down arrows to adjust. You may increase or decrease the capacity for particular timeslots as long as you stay within the minimum daily capacity limit set by CFA, Inc.
5. Click **Save** to continue to the Product Options step of the customization process.

- The breakfast products to be offered have been pre-selected by CFA, Inc. However, you have the option to select from among those products.

- Select **Submit & Continue** to see an Overview of your timeslots, capacity and product selections.
- Review and confirm the details of your Event. Click **Activate Event** to ensure the changes are reflected once the site goes live.

Pull Your Event Guest List

- On the Home/Reservation Dashboard page, in the 'Active' reservations table, click **View Summary** for the event you would like to pull a report for.

Show 10 entries	Copy	CSV	Excel	Show / hide columns	Search:
Event Name	Start Date	End Date	Site Start Date	Site End Date	
Cincinnati Area-Breakfast Giveaway - July 15 - July 20	7/15/2013	7/21/2013	7/8/2013	7/21/2013	1 View Summary
Showing 1 to 1 of 1 entries					First Previous 1 Next Last

- On your 'Occurrence' page, the second table lists all of the timeslots for your event. Select **View** for the time slot in the table you would like to pull a report for.

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Show	10	entries	Copy	CSV	Excel	Show / hide columns	Search:	
	Slot Id	Registration Start	Registration End	Total Tickets	Tickets Available	Capacity		
View	1337	5/18/2013 4:30pm	5/18/2013 5:30pm	2	13	15		
View	1345	5/18/2013 5:30pm	5/18/2013 6:30pm	3	13	15		
View	1353	5/18/2013 6:30pm	5/18/2013 7:30pm	4	11	15		
View	1361	5/18/2013 7:30pm	5/18/2013 8:30pm	2	13	15		
Showing 1 to 4 of 4 entries								
							First	Previous 1 Next Last

3. The 'Time Slot Details' page displays an overview of the Event details, as well as a table with a list of reservations.

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Show	10	entries	Copy	CSV	Excel	Show / hide columns	Search:	
	Ticket Id	Status	Slot	Food Item	Owner Name	Owner		
View	1048	Reserved	View	Chick-fil-A® Chicken Biscuit	Laura McCabe	View		
View	1985	Reserved	View	Chick-fil-A Chick-n-Minis™	Maria Carroll	View		
View	2814	Reserved	View	Chick-fil-A® Chicken Biscuit	Katie Troxell	View		
View	3522	Reserved	View	Chick-fil-A® Chicken Biscuit	Diane King	View		
View	4130	Reserved	View	Bacon, Egg & Cheese Biscuit	pat pennington	View		
Showing 1 to 5 of 5 entries								
							First	Previous 1 Next Last

4. You may export the guest list by selecting **Excel** in the top right-hand corner of the table, or you may copy the table and paste into Excel.
5. Tip – In the top of the table, there is a Show/hide columns button. This button will allow you to select and deselect the columns that appear in the table (and export).