Create a Diagram in Event Manager

1. From the Sub-Event tab in Event Manager, click the Social

 Tables button
 ind select New Diagram.

- 2. Click **Yes** at the confirmation prompt.
- 3. Optionally change the <u>Room</u> and <u>Template</u> by clicking the down arrows to the right of a field.
- 4. When finished, click **OK**.

Note: A browser window will open, in Layout View, within the Social Tables program.

Create A New Social Tables Diagram	×
Options	
Select Room Grand Fover	-
Event Category	-
Conference	*
<u>O</u> K <u>C</u> ar	icel

Additional Resources

Using the Social Tables Interface (v2) Using the Social Tables Interface (v4) Setting up Banquet Rooms

a product of Horizon Business Services, Inc. Naples, FL 34102 T: 239.261.6617 F: 239.261.0067 www.caterease.com

Quick Reference Guide: Social Tables V2

> 800.863.1616 www.caterease.com

Add the Social Tables Interface to Caterease

- 1. Click Administration > Options > Interface Setup Wizard.
- Click the Social Tables button , located on the Diagramming tab.

Control Tables	Diagramming	
a product of Social Tables, Inc. www.socialtables.com	Food Management	
	Accounting	
All Seated 381 Park Ave S, New York City www.allseated.com	E-Signatures	
	Digital Marketing	
	Credit Card	
Room Viewer Software a product of Timesaver Software www.timesaversoftware.com	Staffing	
	Miscellaneous	

- 3. Ensure Version 2 is selected in the Social Tables Version area.
- Enter the <u>User Name</u> and <u>Password</u> (which was assigned by during your Social Tables purchase process) into their respective fields. *Note:* This is a temporary password; you will be prompted to reset your password.
- 5. Click the Get API Access Key button.
- 6. Click the Get Social Tables Rooms button.
- Click OK, then click OK twice more, to close out of the Social Tables Setup window and the Interface Setup Wizard window.

ocial Tables Setup			×
Social Tables Default	Settings		
Social Tables Activ	ve Version		
Version 4			
Version 2			
<u>Social Tables v4</u>			
Authorize API A	ccess	Get Social Tables Rooms	
Authorized Email			
Team ID	0		
Social Tables v2			
User Name	-		
Password		*****	
API Access Key			
Get API Access	Key	Get Social Tables Rooms	
		OK	

Add the Social Tables Setup Styles to the List of Available Styles

- 1. Click the Administration > Venues > Setup Styles.
- Click the Add Social Tables Setup Styles button , located at the top of the window.
- Click Yes at the confirmation prompt.
 Note: This step adds setup styles (known as Templates in Social Tables) to the list of available setup styles in Caterease.
- 4. **[Optional]**Click the **Notes** tab and type any desired notes about the setup style into the text block.
- [Optional]Click the Pictures tab. Insert an image by rightclicking, selecting Load from File, and browsing to the desired image.
- 6. When finished, click the imes, located at the top right-hand corner of the window, to close the window.



Add the Social Tables Diagram to the List of Available Rooms

Assign Capacities to Setup Styles

- 1. Click Administration > Venues > Banquet Rooms Setup.
- 2. Highlight the **Room** you would like to add the new setup styles to (or add a new room).
- Click the Select Setup Styles button , located at the upper right-hand side of the Banquet Rooms Setup window.
- 4. Highlight the desired Setup Styles, and click the **Select** button, located at the top of the window.
- 5. Type the room capacity into the <u>Capacity</u> fields.

Assign Diagrams to Rooms

- 1. Click Administration > Venues > Banquet Rooms Setup.
- Click the Quick-Column Customizing button . located to the left of the word "Banquet Room," to enable the <u>Diagram</u> field.
- Select the desired diagram by clicking the down arrow to the right of the <u>Diagram</u> field and choosing from the list.
 Press [Enter].
- [Optional]Click the Save Window Settings button to retain the setting (the addition of the <u>Diagram</u> field).

Location			Narnia Room				
×	✓ Ballrooms			Setup Styles			
	* Banquet Room	Diagram					
	The Great Hall		Setup Style Theatre		Capacity		
	→ Narnia				100		
>	Castle Black	Ballroom		il	50		
	Neverland	Ballroom Level Boardroom		on	50		
	Narnia-Black	Capitol Ballroom		et	70		
	Castle-Never	Capitol Ballroom ar	and Foyer		70		
	Hoth	Conference 1 Conference 2		e	50		
×	Watering Holes Banquet Room	Conference 3		om	50		
		Conference 4 Conference 5		ence.	70		
	Central Perk	Conference 6		ut Rooms			
	The Winchester	Conference 7 Conference 8 Conference Level	e Winchester Conference 8			10	
	Wild Thyme			out Koom			
		Conference Lvi Full Floor Grand Ballroom Grand Ballroom Grand Ballroom and Grand Poyer	d Foyer	<no data="" td="" to<=""><td>display></td><td></td></no>	display>		