



## LETTINGS CONFIGURATION SESSION OVERVIEW

This session will provide you with the tools to set up the lettings module and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite (*depending on the option ordered*).

## AGENDA

- Creating new users and user permissions
- Configure bank account and pre-payment account
- Configure system options
- Set up price groups
- Set up price lists
- Add facilities
- Add hirers
- Set up holiday dates
- Amend templates