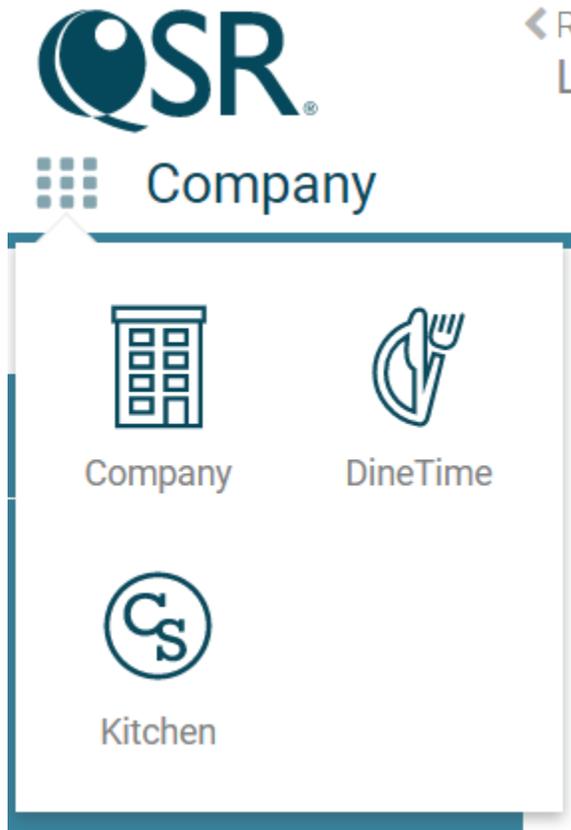


Adjusting Availability Plans

Logging into Portal

1. Login at <https://portal.dinetime.qsr.cloud/>
2. Select DineTime from the drop-down menu.



3. From the row on the top of the web browser, click Sites and then choose your restaurant from the list that is shown.
4. From the row on the top of the web browser, click Manage and then choose Availability Plan from the list bar on the left side of the web browser.

Create a date specific Availability Plan for Event Days

1. Click the + button
2. Enter a Plan Name. For example, Basket Ball Game – June 18.
3. In the Applies to field, choose the date for which you want the custom Availability Plan to be active for.
4. Moving from left to right, review each of the Sessions (Lunch, Transition, Dinner, Late Night). If necessary make, adjustments to the Operating Hours.
5. For Each Session, make adjustments, moving top to bottom, to each of these session variables:
 - o Reservation Availability Type. This variable lets you choose how many seats to make available for reservations. The three options used at JOEY are, None, Basic Pacing and Basic Pacing with Party Size. See below for examples.

- Web Ahead Availability. The options available are None and Allow. Allowing Web Ahead lets guests add their names to the waitlist using our website.

Example of Basic Pacing Edits:

In this example, the Lunch Session has been configured to allow 6 seats to be booked per booking interval (15 minutes) to a maximum of 58 seats for the Dinner Session (5pm – 9pm).

Edit Availability for **Restaurant - Dinner**

Cover Counts per Session

Maximum Total Covers for this Session

Counts per Booking Interval

Maximum Covers per Booking Interval

Example of Basic Pacing with Party Size Edits:

In this example, the Lunch Session (11am – 4pm, not shown) has been configured to allow 20 seats to be booked per booking interval (15 minutes, not shown) to a maximum of 146 seats.

The zero values in 5-6, 7-8, 9+ Maximum Party fields indicates that the restaurant does not accept bookings of those party sizes in this session.

Edit Availability for **Restaurant - Lunch**

Cover Counts per Session

Maximum Total Covers for this Session

Counts per Booking Interval

Maximum Covers per Booking Interval

Maximum Parties of 1-2

Maximum Parties of 3-4

Maximum Parties of 5-6

Maximum Parties of 7-8

Maximum Parties of 9+

Notes: Refer to the Reservation spreadsheet in Excel when adjust each session.

6. If you do not want to allow any reservations for a specific session, make sure that the Reservation Availability Type option is set to None.
7. Once you've made all the edits to your Event day Availability Plan, click Done.
8. After you've made the changes you hope to make, visit <http://joeyresos.com> and check that the availability presented to guests online matches the changes that you programmed on the DineTime portal.