Ordering Resources in Forms, Invoices, and Reports

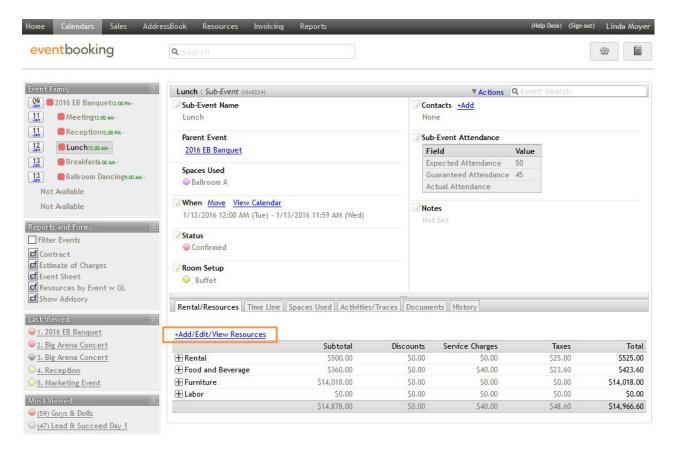
Updated: November 30, 2016

You may prefer to have your resources listed in a certain order for an event in an invoice, report, or custom form (BEO, Event Sheet, etc). For example, you may prefer to have your menu listed in the order in which it will be served, rather than alphabetically. You are able to change the order in which resources are listed by editing the *rank* of the items.

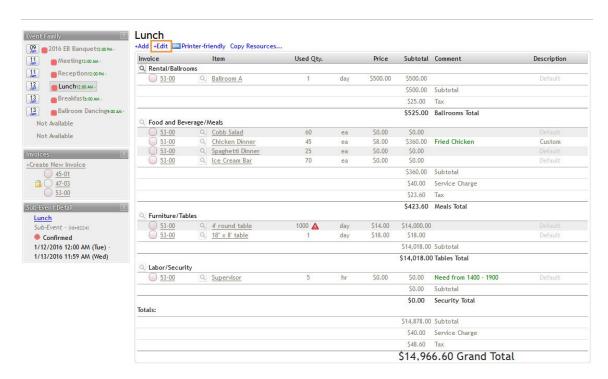
To edit the rank of your resources:

1. On the event details page of your event or function, go to the resources tab and click on *Add/Edit/View Resources* to go to the Usage page for the event or function.

Note: In your account the resources tab may be named inventory.



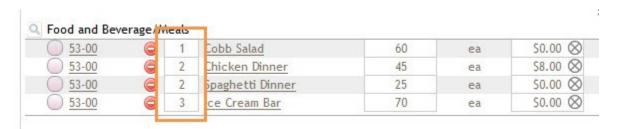
2. Click Edit - the Rank field will not be visible unless you are in edit mode.



- 3. Add a ranking to each resource, keeping in mind how your form or invoice is structured. If your resources are in one list, you will need to rank all of your resources. If, however, your resources are grouped by Set or Category, you can rank within a particular set or category. You may rank in several ways:
 - Rank each item:



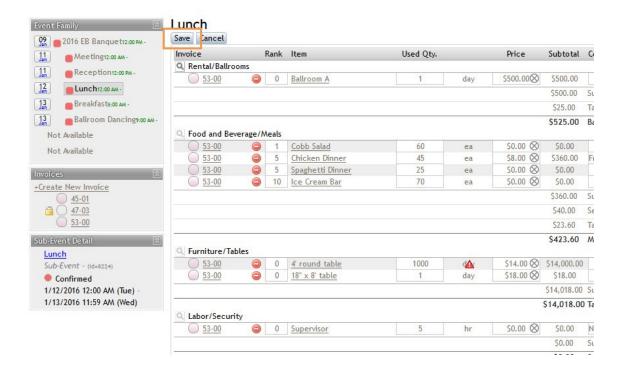
• Rank by item type, e.g. all appetizers, all entrees, all desserts:



• If you think you may be adding items in the future, you can skip numbers so that you can insert items into the rank order rather than renumbering everything:



4. Click Save.



5. Your changes will be reflected in your form, invoice, or report.

Date Issued



EventBooking Demo

Knoxville, TN

John Plattilero: (865) 966-4900

Due Date

Proposal 53-00

Bill To: EB & Company Attn: Bill Smith 800-555-9876

P.O. Number

Event: 2016 EB Banquet (id=8221) January 09, 2016 12:00 pm (Sat) - January 13, 2016 11:59 am (Wed) Lunch (id=8224)

Terms

	11/30/2016	Net 30	12/30/2016		
_	Lunch (id:	=8224)	_	-	-
anuary 12, 2016 12:00 am (Tue) - Janu	uary 13, 2016 11:59 am (Wed) Ballroom A	Shape 10 for			
escription	Comment		Qty	Price	Subtota
Rental					
Ballroom A			1 day	\$500.00	\$500.0
Food and Beverage					
Cobb Salad			60 ea	\$0.00	\$0.0
Chicken Dinner	Fried Chicken		45 ea	\$8.00	\$360.0
Spaghetti Dinner			25 ea	\$0.00	\$0.0
Ice Cream Bar			70 ea	\$0.00	\$0.0
Furniture					
4' round table			1000 day	\$14.00	\$14,000.0
18" x 8" table			1 day	\$18.00	\$18.0
Labor					
Supervisor	Need from 1400 - 1900		5 hr	\$0.00	\$0.0
				Totals:	\$14,878.0
			Invoice Totals:		\$14,878.0
			Discounts:		\$0.0
			Taxes:		\$48.60
			Service Charges:		\$40.0
			Grand Total:		\$14,966.6
			Ai	mount Due:	\$14,966.60