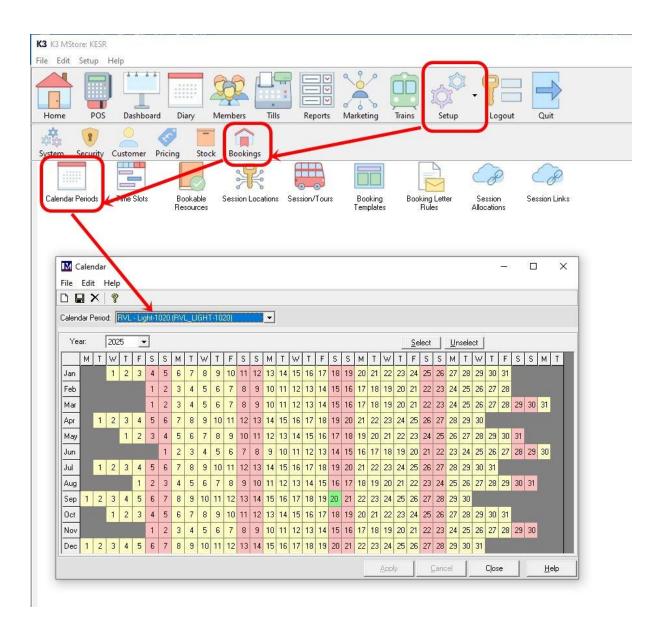
# **Rother Valley Limited**

# Merac administration of bookings

Merac has been setup with an online sales template for each RVL departure (10:20; 13:10 and 15:40). Products are then offered for sale within these templates - all breakfast items are in the 10:20 template, all lunches in the 13:10 and all afternoon goodies in the 15:40.

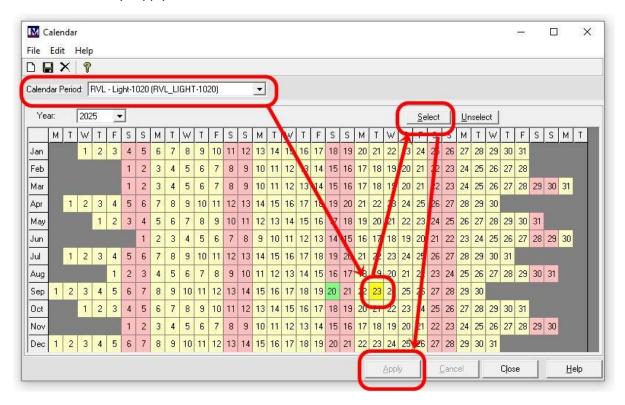
Particular products are then enabled for sale on specific dates by use of the Merac "Calendar Periods" as shown below:



Some products are grouped together in a calendar – for example, Cheese Ploughman's and Ham & Cheese Ploughman's are controlled for sale on the 13:10 departure by the calendar named "RVL - Pmans-1310"

Departure	Product	Calendar name	Notes
10:20	Big Breakfasts	RVL - BB-1020	inc veggie option
10:20	Croissants x 2	RVL - Light-1020	
13:10	Big Brunch	RVL - BB-1310	inc veggie option
13:10	Chicken Curry	RVL - CxCurry-1310	inc veggie option
13:10	Cod & Chips	RVL - FC-1310	
13:10	Lasagnes	RVL - Lasagne-1310	inc veggie option
13:10	Munch Bags	RVL - Munch Bags	
13:10	Ploughmans	RVL - Pmans-1310	all types
13:10	Sausage & Mash	RVL - Sausmash-1310	inc veggie option
15:40	Afternoon Teas	RVL - Afternoon Tea	
15:40	Cream Teas	RVL - CT-1540	
15:40	Desserts	RVL - Dessert Offer	

To add a product or products, simply choose the relevant calendar, click on the required date, then "select" and finally "Apply":



Similarly, to remove a product from sale, select the relevant calendar, the required date, then "Unselect" and "Apply".

To check that the action has had the desired result, visit the relevant booking page as linked below:

## 10:20 departures

https://shop.myonlinebooking.co.uk/kesr/buyavail.aspx?tid=138

### 13:10 departures

https://shop.myonlinebooking.co.uk/kesr/buyavail.aspx?tid=167

### 15:40 departures

https://shop.myonlinebooking.co.uk/kesr/buyavail.aspx?tid=168

Freedom travel tickets are offered online as part of the process via "follow on templates" – the 10:20 and 13:10 departures include mention of the ability to break a journey at Bodiam – but not the 15:40!

The enquiry office uses a different template to book for in-person/telephone enquiries. *Please remember to advise the office when adding or removing products from any date(s).*