

# How to disable your Avenista web bookings in the event of a restaurant closure.

Avenista Training Day  
01925 750 100

Availability for 2 diners on Monday 12 Oct 2020

Open

10:45	11:00	11:15	11:30
11:45	12:00	12:15	12:30
12:45	13:00	13:15	13:30
13:45	14:00	14:15	14:30
14:45	15:00	15:15	15:30
15:45	16:00	16:15	16:30
16:45	17:00	17:15	17:30
17:45	18:00	18:15	18:30

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Before

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We're sorry there is no availability for web reservations on Monday 12 Oct 2020 for 2 people. Please call the restaurant directly.

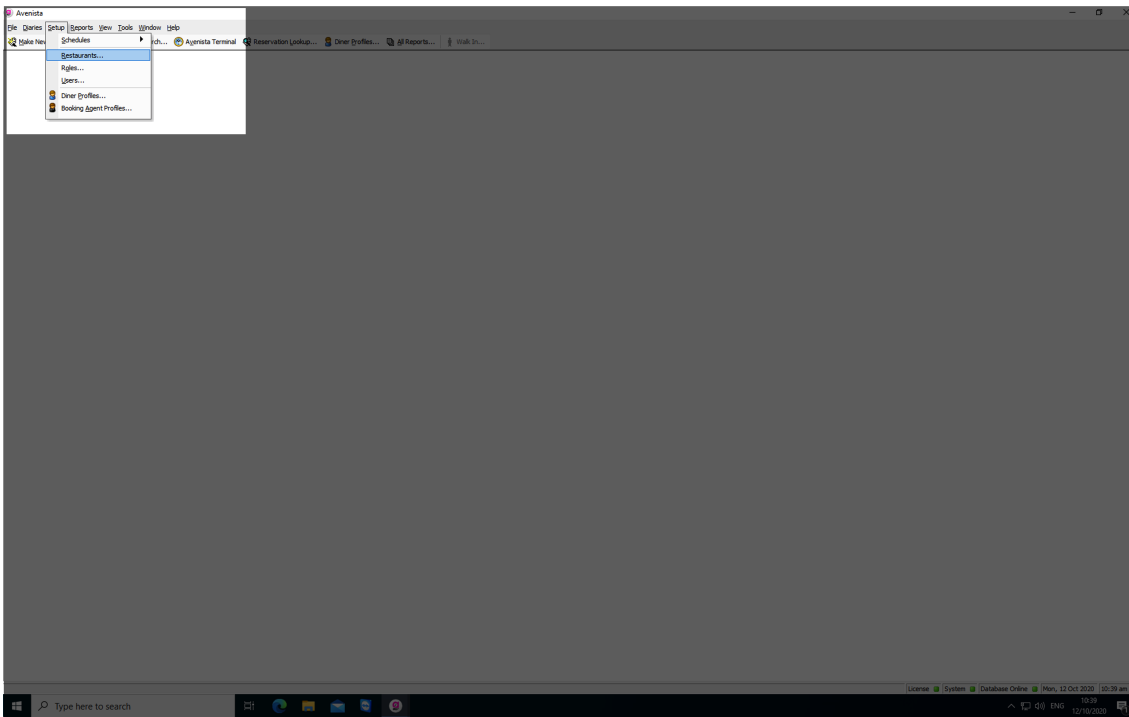
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After

**IMPORTANT!**

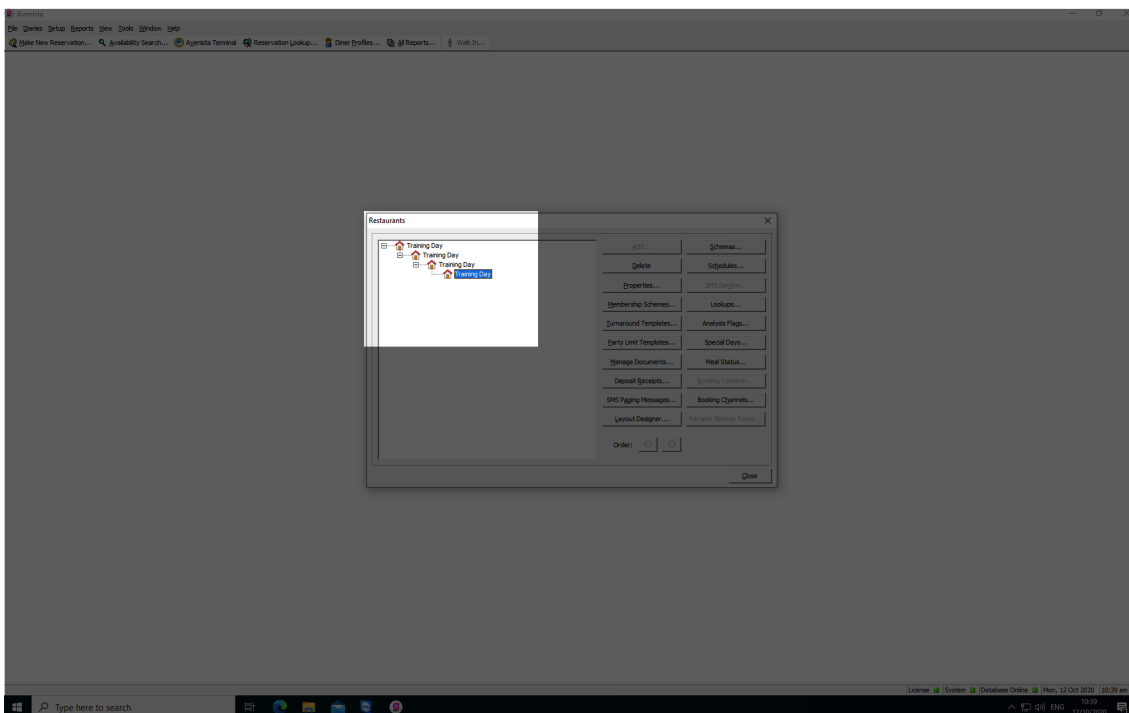
By making this change, **ALL** web reservations will be disabled until the process is reversed to then reinstate the web reservations.



## Step 1)

Start by opening Avenista and logging in. After logging in you'll be shown the back office screen shown here. If you are currently in the terminal, you can quickly jump into the back office by clicking on the back office key  in the top right hand corner of your screen.

Now select '**Setup**' > '**Restaurants**'

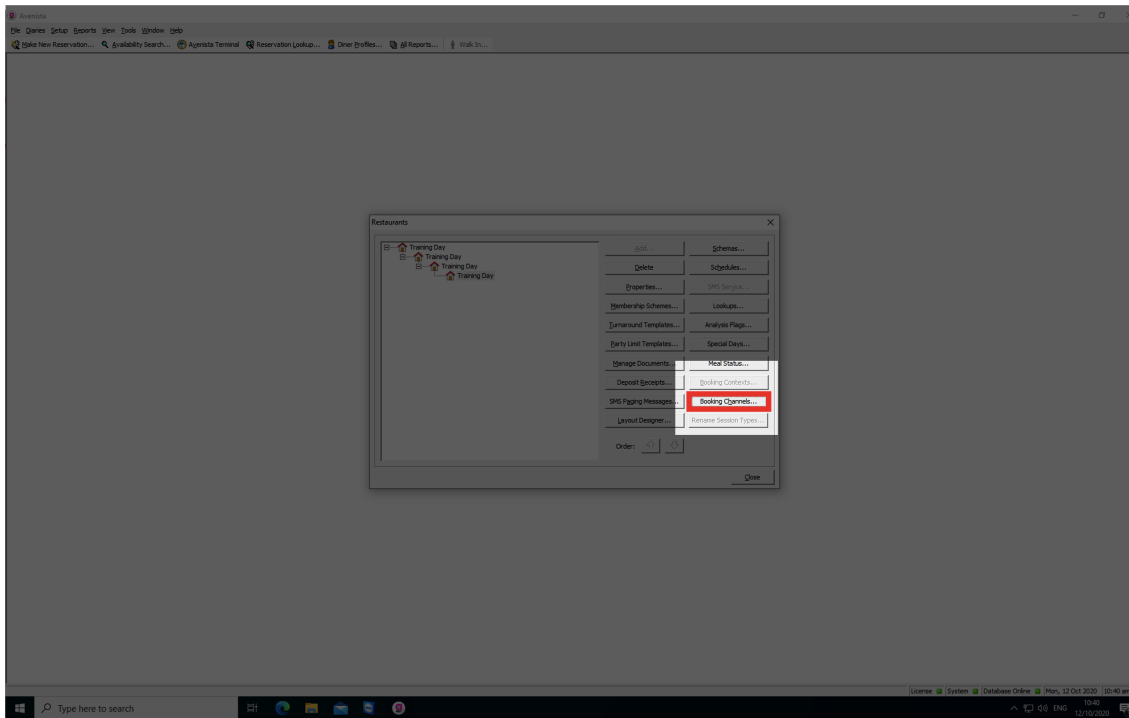


## Step 2)

Now you should see your company tree on the left hand side of the window.

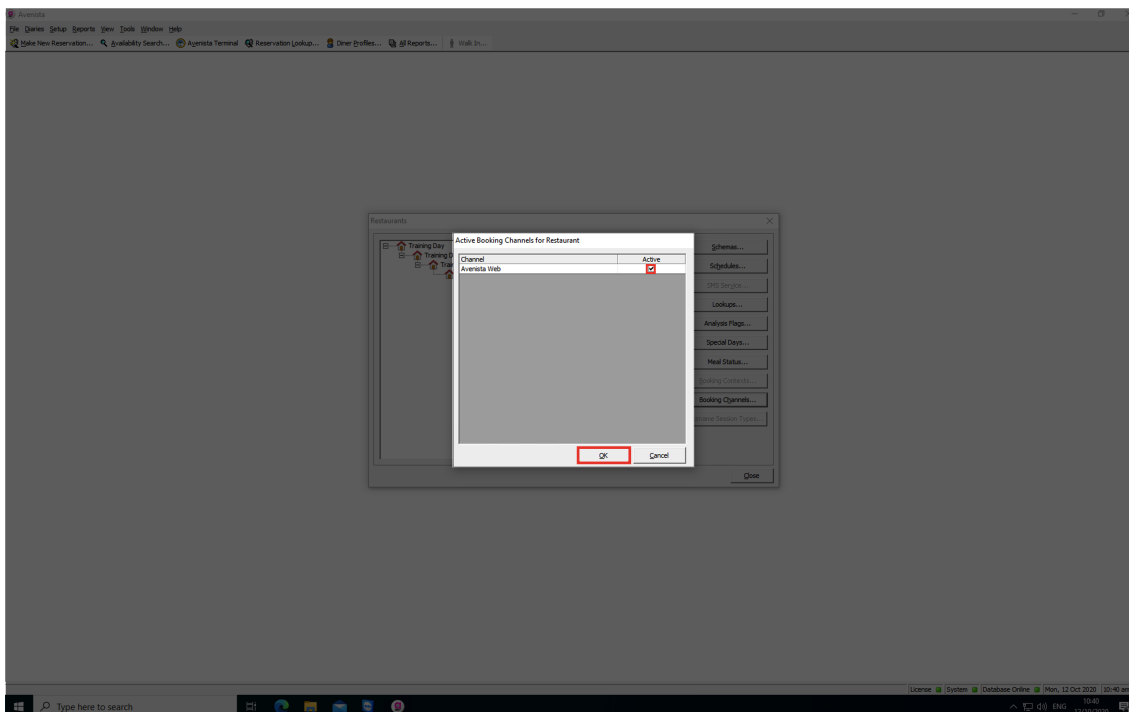
Select your restaurant at the bottom of this tree\* as shown highlighted here.

*\*If you have multiple sites you will need to repeat this process for each site.*



Step 3)

Now, simply select '**Booking Channels**' on the right hand side of your window.



Step 4)

Once selecting Booking Channels you will be presented with your Avenista Web Booking Channel\*, at this point you simply need to untick the '**Avenista Web**' channel and click '**OK**'.

*\*Some restaurants may have multiple Booking Channels, all of these will need to be disabled in the event of a restaurant closure to ensure any promotional links have also been disabled.*


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After

By completing these steps you will have successfully disabled your web Booking Channel, this will stop visitors from being able to make reservations online for your restaurant until the booking context is re-enabled.

To re-enable your web bookings upon restaurant reopening you can simply reverse the steps by re-ticking the Booking Channel/s, this will instantly reinstate your web reservations.

For further assistance or help either call 01925 750 100 or email [enquiries@avenista.com](mailto:enquiries@avenista.com) where one of the team will contact you as soon as possible to assist with your query.