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# Status SO/BEO

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SO - BEO



We will be able to know at any time in which state (status), is each SO/BEO. We can also change the status on this screen.

The screenshot shows a web interface for managing service orders. On the left is a sidebar with filters, and on the right is a table of service orders. Two callouts provide additional information:

- Callout 1:** "A filter can be applied for the SO/BEO types. The SO/BEO types will match those defined in the Master files" (points to the 'Types' dropdown).
- Callout 2:** "The SO/BEO to be displayed can be filtered based on its status" (points to the status filter checkboxes).

Status	No. SO	Description	Event Order Type	Client	Date	Time	Hall	Pax
●	1807212	50 CUMPLEAÑOS	5 - CELEBRACIONES	John F O'Brien	2020-02-22	10:00	2300 - MOONLIGHT	180
●	200205	COSTA DEL SOUL FEB 2020	3 - GRUPOS	Kevin Roberts - Goldsoul	2020-02-06	10:00	2300 - MOONLIGHT	0
●	190515	750301	22 - BLESSINGS IN-HOUSE	JANKALISKAITE Kornelija & Gediminas BOGDANOVAS (CM)	2020-03-22	17:00	2502 - MIRADOR	2
●	200314	758687 PC	19 - BLESSINGS CIS	O'CONNOR Ruth & Patrick CONLON (CIS)	2020-03-14	16:00	2502 - MIRADOR	100
●	200318	765732 PC	21 - BLESSINGS KL	RICHARDS Grant & Angela DZYUNDZYAK (KL)	2020-03-18	16:00	2502 - MIRADOR	45
●	190611	SCOTTISH COUNTRY DANCE GROUP	3 - GRUPOS	Andrew Smart	2020-02-23	19:30	2501 - SALA ARROYO	0
●	200228	768984 PC	14 - WEDDINGS IN-HOUSE	HIETALA Heidi & Laura EINOLANDER (CM)	2020-02-28	14:00	2502 - MIRADOR	50
●	2003141	International Celtic Festival	8 - SHOWS MOONLIGHT	Fr. Gerard Daly	2020-03-14	10:00	2300 - MOONLIGHT	300

# Status SO/BEO

SO - BEO



Main menu / Service orders status User: adminc1

### Choose Types

Unmark all

WEDDINGS OFFSITE GROUPS	WEDDING CIS	WEDDING BWS	WEDDING KL
WEDDINGS IN-HOUSE	WEDDING AGENTS	DAY AFTER BBQ	CELEBRACIONES LUNA
REUNION/ALQUILER DE SALON	BLESSINGS CIS	BODAS ESPAÑOLAS	BLESSINGS BWS
BLESSINGS KL	BLESSINGS IN-HOUSE	BLESSINGS AGENTS	SERVICIOS HABITACIONES
GRUPOS	COMUNIONES	CELEBRACIONES	PRUEBAS MENU
HEN PARTIES	SHOWS MOONLIGHT	EVENTOS SBC	

Date From: 01/02/2020  
Date To: 30/03/2020

Search by halls reservation date.

- All
- Pending
- Accepted
- Budgeted
- Attempted
- Completed
- Failed

Types: All  
Halls: All

Refresh

Hall	Pax
2300 - MOONLIGHT	180
2300 - MOONLIGHT	0
2502 - MIRADOR	2
2502 - MIRADOR	100
2502 - MIRADOR	45
2501 - SALA ARROYO	0
2502 - MIRADOR	50
2300 - MOONLIGHT	300

A filter can be applied for the SO/BEO types. The SO/BEO types will match those defined in the Master files

# Status SO/BEO

SO - BEO



It must be select the SO/BEO on which you want to act

The screenshot displays the 'Service orders status' interface. At the top, there is a navigation bar with 'Main menu / Service orders status' and 'User: admin1'. Below this is a search bar and a set of icons for actions: a tree view, a green circle with a white 'E', a pencil, a green checkmark, and a thumbs down. A table lists several service orders with columns for Status, No. SO, Description, Event Order Type, Client, Date, Time, Hall, and Pax. The table shows orders with various statuses (blue, green, red) and descriptions like '50 CUMPLEAÑOS', 'COSTA DEL SOUL FEB 2020', and '750301'. Below the table, a detailed view for order 200205 is shown, including fields for No. SO, Reason, Type, Client, Exec. date, Limit date, Days, Start time, End time, Budget date, Segment, and Status.



Explanation in next slides

- Sending to inform the different Departments that are going to intervene
- Sending the Quotation to the Client for Acceptance. Budget Status
- The Customer has given us the Acceptance. SO/BEO Accepted. Status Accepted
- The SO/BEO has been carried out. Status Completed
- SO/BEO Failed. Status Failed

# Status SO/BEO

SO - BEO



The SO/BEO will be sent to the departments we have defined

Main menu / Backoffice / Control parameters User: admin1

General

Connectivity

Menu Engineering Data

(1) Name: Pos

(2) Address: Rafael Alberti, 6  
15172 A Coruña  
España  
B172173  
666666666

Last Event Order: 190730  
Last invoice number: 25338  
Cod. analytic exploitation: 111  
Code accounting: 219  
Hotel salon code: SL  
SO default time: 10:00  
Days before SO: 1  
Default length SO (hours): 4  
Days validity budget: 30  
Menu income type:  
VAT type menus: 1 - 10.0  
Menu sales account: 70000000  
VAT included menus:   
Payment method(deposit): 5 - TRANSFERENCIA  
Show budget in OS PDF:   
Image signature management:

EVENTOS

BEO/IOS	Fecha	EVENTOS
00000002 Reunión de Empresa	20-05-2016	09 - REUNION DE EMPRESA

GRUPO CLASS ONE

R

REALIZADO +34981813709

Adultos: 21 Precio por adulto: 250.00 Niños: 0 Precio por niño: 0.00 Garantizados: 0

MENU, BEBIDAS Y AUDIVISUALES

BUFFET  
CANAPES, SALMON, CAVIAR, ROQUEFORT, JAMON SERRANO, CAÑA DE LOMO, QUESO DE LA REGION, TARTELETAS DE MARISCO / PASTEL DE PESCADO / SACITOS DE TOLLO / LAGIMAS DE ISSAGO / CHIPISLOTAS FRITAS / PERLITAS DE RAPE / TRONQUITOS DE MERLUZA / CROQUETAS DE CAZA / GAMBAS ORLY / TOSTADAS GRATINADAS DE CRIADILLAS

BEBIDAS  
LAS BEBIDAS SERAN EN EL BAR DEDICADO A TAL EFECTO PUDIENDOSE TOMAR SIN EXCEPCION (BARRA-LIBRE), INCLUSIVE SI PROCEDIESE CUALQUIER WHISKIE DE RESERVA

AUDIOVISUALES  
DISPONDRAN DE RETROPROYECTOR PARA FILMINAS, CAÑON DE CONEXION A ORDENADOR HD 1024X600, MANGUERAS DE CONEXION AL IGUAL QUE DISPONDRAN DEL EQUIPO DE TRADUCCION SIMULTANEA

CAFE-BREAK  
PARA LA JORNADA DE LA TARDE SE SERVIRA SOBRE LAS 17:00 CAFE PARA TODOS LOS ASISTENTES O BIEN TE, AL IGUAL QUE PASTAS

Consejería:  
JUNTAS DE ACCIONISTAS BBVA Y TELEFONICA

Montaje sala:  
SE MONTARÁ MESA IMPERIAL EN LA SALA EXPRESA PARA ELLO, SE REVISARÁN LAS MEDIDAS DE SEGURIDAD SEGUN NORMAS DE ALTA RESPONSABILIDAD POR LA EMPRESA DE SEGURIDAD PERTINENTE Y ANTES DE LA REUNIÓN DEBE PROCEDERSE A REVISIÓN DE DICHAS MEDIDAS DE SEGURIDAD

Observaciones:  
HAY QUE TENER EN CUENTA EL ALTO NIVEL DE LOS ASISTENTES, POR ELLO SE DEBE AVISAR AL PERSONAL PARA QUE ASÍ PROCEDA EN TODO MOMENTO, AL IGUAL QUE LA CORRESPONDIENTE DISCRECIÓN QUE RODEA A ESTE TIPO DE EVENTOS

Forma de pago: Contado al inicio de la Sesión

<- Comercial -> <- Servicio Técnico -> <- Dirección ->

Departments to send to

Name	E-mail
Servicio Técnico	soporte@classone.es
Soporte	soporte@classone.es

# Status SO/BEO

SO - BEO



The SO/BEO will be sent to the Client in a Budget format, and the SO/BEO will be marked as already budgeted.

EVENTOS  
B15172173  
075164230

BEOIOS 20-05-2016

00000002 Reunión de Empresa A realizar a las 15:00 del día 31-05-2010 en el salón LLAGAR EL TONEL

GRUPO CLASS ONE  
R

REALIZADO +34981613700

Persona contacto: Mercedes C.Agnelo

Adultos: 21 Precio por adulto: 250.00 Niños: 0 Precio por niño: 0.00

**MENU, BEBIDAS Y AUDIOVISUALES**

<b>BUFFET</b> CANAPES, SALMON, CAVIAR, ROQUEFORT, JAMON SERRANO, CARNE DEL LOMO, QUESO DE LA REGION TARTALETAS DE MARISCO / PASTEL DE PESCADO / SACITOS DIP TERNERA / ACCORDAS (P. MEDIO) / CHIPS (OTAS FRITAS) / PERLITAS DE RARE / TRONQUITOS DE MERLUZA / CROQUETAS DE CAZA / GAMBAS ORLY / TOSTADAS GRATINADAS DE CORDILLAS	<b>BEBIDAS</b> LAS BEBIDAS SERAN EN EL BAR DEDICADO A TAL EFECTO INCLUYENDO: LONKIN SIN ALCOHOL (DRINKING) INCLUSIVE SI PROCEDESE CUALQUIER WHISKIE DE RESERVA
<b>CAFE-BREAK</b> PARA LA JORNADA DE LA TARDE SE SERVIRA SOBRE LAS 17:00 CAFFE PARA TODOS LOS ASISTENTES O BIEN TE, AL IGUAL QUE PASTAS	<b>AUDIOVISUALES</b> DISPONDRAN DE RETROPROYECTOR PARA FILMNAS, CABLE DE CONEXION A ORDENADOR HD 1024X800, MANGUERAS DE CONEXION AL IGUAL QUE DISPONDRAN DEL EQUIPO DE TRADUCCION SIMUL TANFA

JUNTAS DE ACCIONISTAS BEVA Y TELEFONICA

SE MONTARÁ MESA IMPERIAL EN LA SALA EXPRESA PARA ELLO, SE REVISARÁN LAS MEDIDAS DE SEGURIDAD SEGUN NORMAS DE ALTA RESPONSABILIDAD POR LA EMPRESA DE SEGURIDAD PERTINENTE Y ANTES DE LA REUNIÓN DEBE PROCEDERSE A REVISIÓN DE DICHAS MEDIDAS DE SEGURIDAD

La validez de este presupuesto es de 30 días a partir de la fecha que figura en el mismo

Fdo LA DIRECCIÓN      Salvo E.u.O.      Fdo CLIENTE

*mickganshi*

Main menu / Service orders status      User: admin1

SO      General      SO description      Halls      Notifications      Tables      History      < Back to table

No. SO: 200912      Reason: PC 722163      Type: 11      WEDDING CIS

Client: Events      MOORE Sinead & Stephen DALTON (CIS)      Code Client: 43030198

Exec. date	Limit date	Days	Start time	End time	Budget date	Segment	Status
12/09/2020	10/02/2018	1	16:00	03:00		1-WEB	<span style="color: green;">●</span>

**Send budget**

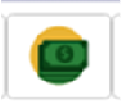
Header: MENU BEBIDAS Y AUDIOVISUALES

E-mail: sinead-12@hotmail.com

Attach      ⊘      ✓           ✗

# Status SO/BEO

SO - BEO



The SO/BEO will be sent to the Client in a Budget format, and the SO/BEO will be marked as already budgeted.

Main menu / Service orders status User: admin1

SO General SO description Halls Notifications Tables History Back to table

No. SO: 790920 Reason: PC 725970 Type: 21 BLESSINGS KL  
Client: Events Class One 43030198 Code Client

Exec. date: 22/06/2020 Limit date: 01/03/2020 Days: 1 Start time: 17:00 End time: 23:00 Budget date: Segment: 11-KL Status: ●

Send budget

Header: MENÚS, BEBIDAS Y AUDIOVISUALES

E-mail: soporte@classone.es

Attach [Green checkmark] [Printer icon] [Red X icon]

EVENTOS  
B15172173  
675164230

BEO/OS 19-05-2016

00000003 Boda A realizar a las 21:00 del día 03-04-2016 en el salón SALON ENOL.

JAVIER E INMA 43000000 M REALIZADO Rafael Alberti, 6. 15172 A Coruña. A Coruña +34981613700

Persona contacto: Mercedes C.Agrelo  
Adultos: 153 Precio por adulto: 213.00 Niños: 0 Precio por niño: 0.00

La validez de este presupuesto es de 30 días a partir de la fecha que figura en el mismo

Fdo LA DIRECCIÓN Salvo E.u.O. Fdo CLIENTE

*m. ganshi*

# Status SO/BEO

SO - BEO



The signature of the budget must be in Control is a figure

Main menu / Backoffice / Control parameters User: admin1

**General**

Connectivity

Invoicing

Charge hotel

Privileges

GDPR

Colors

Task Scheduler



**Menu Engineering Data**

(1) Name Pos

(2) Address Rafael Alberti, 6  
15172 A Coruña  
España

(3) CIF B172173

(4) Phone 666666666

(5) Logo  

**Failed SO literals**

Code	Description
1	DECIDIDO POR OTRO SITIO
2	DEMASIADO CARO
3	NO GUSTA
4	FECHA NO DISPONIBLE
5	PROBLEMA DE VIAJE
6	ENFERMEDAD/FALLECIMIENTO
7	PROBLEMAS PERSONALES/FAMILIARES
8	SEPARACION
9	OTROS

**Image signature management**

Name	E-mail
Servicio Técnico	soporte@classone.es
Soporte	soporte@classone.es

**Parameters:**

Last Event Order 190730

Last invoice number 25338

Cod. analytic exploitation 111

Code accounting 219

Hotel salon code SL

SO default time 10:00

Days before SO 1

Default length SO (hours) 4

Days validity budget 30

Menus income type

VAT type menus 1 - 10.0

Menu sales account 70000000

VAT included menus

Payment method(deposit) 5 - TRANSFERENCIA

Show budget in OS PDF

**Departments to send to**



# Status SO/BEO

SO - BEO



Status will be changed to SO/BEO Accepted

The screenshot shows the 'Accept SO' dialog box. At the top, it says 'Accept SO'. Below that, it asks 'Do you want to set the status of the order to Accepted?'. There are two buttons: a green checkmark and a red X.

SO	General	SO description	Halls	Notifications	Tables	History									
No. SO	200912	Reason	PC 722163	Type	11	WEDDING CIS									
Client	Events	MOORE Sinead & Stephen DALTON (CIS)		43030198	Code Client										
Exec. date	12/09/2020	Limit date	10/02/2018	Days	1	Start time	16:00	End time	03:00	Budget date		Segment	1-WEB	Status	●



The status will be changed to SO/BEO Completed. In addition, it requests confirmation from us of the persons who have participated in the SO/BEO, as well as the amounts invoiced and collected.

The screenshot shows the 'Complete SO' dialog box. At the top, it says 'Complete SO'. Below that, it asks for confirmation of the status change and provides summary information:

- Pax: 20 (Adults: 80 / Children: 0)
- Amount: 6000 (Total: 4800.00 / Deposited: 0.00)
- Total charged: 4500

There are two buttons: a green checkmark and a red X.

SO	General	SO description	Halls	Notifications	Tables	History									
No. SO	200912	Reason	PC 722163	Type	11	WEDDING CIS									
Client	Events	MOORE Sinead & Stephen DALTON (CIS)		43030198	Code Client										
Exec. date	12/09/2020	Limit date	10/02/2018	Days	1	Start time	16:00	End time	03:00	Budget date		Segment	1-WEB	Status	●

# Status SO/BEO

SO - BEO



The status will be changed to SO/BEO Completed. In addition, it requests confirmation from us of the persons who have participated in the SO/BEO, as well as the amounts invoiced and collected.

Main menu / Service orders status User: adminc1

SO General SO description Halls Notifications Tables History [Back to table](#)

No. SO: 200912 Reason: PC 722163 Type: 11 WEDDING CIS  
Client: Events MOORE Sinead & Stephen DALTON (CIS) Code Client: 43030198  
Exec. date: 12/09/2020 Limit date: 10/02/2018 Days: 1 Start time: 16:00 End time: 03:00 Budget date: Segment: 1-WEB Status: ●

**Complete SO**

Pax:  Adults: 80 / Children: 0  
Amount:  Total: 4800.00 / Deposited: 0.00  
Total charged:

# Status SO/BEO

SO - BEO



The status will be changed to SO/BEO Failed, indicating the reason for failure

Main menu / Service orders status User: adminc1

SO *General* *SO description* *Halls* *Notifications* *Tables* *History* [Back to table](#)

No. SO	200912	Reason	PC 722163	Type	11	WEDDING CIS									
Client	Events	MOORE Sinead & Stephen DALTON (CIS)		43030198	Code Client										
Exec. date	12/09/2020	Limit date	10/02/2018	Days	1	Start time	16:00	End time	03:00	Budget date		Segment	1-WEB	Status	<span style="color: green;">●</span>

Cancel SO

Reason:

Another Reason:

# Status SO/BEO

SO - BEO



Main menu / Service orders status User: adminc1

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Date From: 01/02/2020  
Date To: 01/02/2021

Search by halls reservation date.

All

Pending

Accepted

Budgeted

Attempted

Completed

Failed

Types: All

Halls: All

🔄

Status	No. SO	Description	Event Order Type	Client	Date	Time	Hall	Pax
●	200725	DAY AFTER BBQ	16 - DAY AFTER BBQ	PORTER Sarah & Gavin CRONIN (CIS)	2020-07-25	19:00	2600 - SALITOS	80
●	200829	Pending	19 - BLESSINGS CIS	BALDWIN Daniella & Michael CAREY (CIS)	2020-08-29	17:00	2502 - MIRADOR	93
●	200524	DAY AFTER BBQ	16 - DAY AFTER BBQ	FLOOD Nuala & Karl MURRAY (KL)	2020-05-24	19:00	2700 - LUNA	60
●	200429	DAY AFTER BBQ	16 - DAY AFTER BBQ	McGUIRE Tara & Kieran NEALON (CIS)	2020-04-29	14:30	2200 - BAR PISCINA	50
●	2006252	DAY AFTER BBQ	16 - DAY AFTER BBQ	MELIA Heather & Shane BARRINS (KL)	2020-06-25	19:00	2600 - SALITOS	60
●	2005232	DAY AFTER BBQ ( 738144)	16 - DAY AFTER BBQ	O'CONNOR Lisa & McDONALD Ciaran (KL)	2020-05-23	19:00	2700 - LUNA	50
●	200525	744603NA	13 - WEDDING KL	WILKINS Michelle & Paul JOHNSON (KL)	2020-05-25	16:00	2600 - SALITOS	120
●	2005292	DAY AFTER BBQ (745651)	16 - DAY AFTER BBQ	HEAGNEY Sarah Maria & Conor patrick KENNEDY (CIS)	2020-05-29	19:00	2700 - LUNA	40
●	200502	Pending	21 - BLESSINGS KL	MURPHY Jenny & Jason NOBLE (KL)	2020-05-02	17:00	2502 - MIRADOR	60
●	2006202	DAY AFTER BBQ	16 - DAY AFTER BBQ	TYRRELL Claire & Michael MOONEY (KL)	2020-06-20	15:00	2200 - BAR PISCINA	50
●	2005160	DAY AFTER BBQ	16 - DAY AFTER BBQ	BROWN Catriona Lee & Rory TULLOCH (KL)	2020-05-16	19:00	2700 - LUNA	45
●	200611	DAY AFTER BBQ (731234)	16 - DAY AFTER BBQ	McDERMOTT Siobhan & Lee CALPIN (KL)	2020-06-11	19:30	2600 - SALITOS	50
●	200730	BBQ HENDERSON	16 - DAY AFTER BBQ	HENDERSON Louise & THATCH Nigel	2020-07-30	19:00	2600 - SALITOS	60
●	2007112	DAY AFTER BBQ (755457)	16 - DAY AFTER BBQ	HEALION Josephine & Garrett DELANEY (CIS)	2020-07-11	19:30	2600 - SALITOS	200
●	190515	750301	22 - BLESSINGS IN-HOUSE	JANKALISKAITE Kornelija & Gediminas BOGDANOVAS (CM)	2020-03-22	17:00	2502 - MIRADOR	2
●	200404	DAY AFTER BBQ (731555)	16 - DAY AFTER BBQ	CONROY Tammy & Chris FORNAN (CIS)	2020-04-04	15:00	2200 - BAR PISCINA	40
●	2005091	Boda de plata 767485	2 - BODAS ESPAÑOLAS	Alicia Del Olmo García	2020-05-09	13:00	2200 - BAR PISCINA	15
●	200423	Pending	19 - BLESSINGS CIS	WHELAN Emma & Gary MURPHY (CIS)	2020-04-23	16:00	2502 - MIRADOR	60
●	200604	DAY AFTER BBQ	16 - DAY AFTER BBQ	O'SHEA Lyndsay & David ORMOND (CIS)	2020-06-04	19:30	2700 - LUNA	60
●	1006282	Pending	16 - DAY AFTER BBQ	MAGORRIAN Danielle & Derek FITZGERALD (KL)	2020-06-28	19:30	2600 - SALITOS	50
●	200927	DAY AFTER BBQ (770206)	16 - DAY AFTER BBQ	FOXTON Tom & Charley (KL)	2020-09-27	15:00	2700 - LUNA	50