



## Help Documentation

### Handling Advertisement Placeholder Definitions

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Advertisement placeholder definitions are used to customize the appearance of two sections in the Reservation System's query page.

- the section to the **right** of the query pane
- the section directly **below** the query pane


Both these sections can be used to display either images (with or without hyperlinks) or specific promotions that your company wishes to advertise.

You can define an identical display for all query pages in the Reservation System or define a unique display according to the service itself.

#### » To search for an existing advertisement placeholder definition

1. Go to **Setup – Advertisement Placeholder Definitions**
2. In the search section (Find Advertisement Placeholder) of the screen, use at least one of the following search parameters:

| Parameter        | Description   |
|------------------|---|
| Placeholder Type | Select the <b>placeholder type</b> from the drop-down list.   |
| Valid Until      | This is the date range during which the advertisement placeholder definition will be displayed.<br><br>To search for a specific date, select the same date in both the <b>Valid</b> and <b>Until</b> fields.<br><br>To search in a date range, select the beginning date in the <b>Valid</b> field and the last date in the <b>Until</b> field. |


3. Click  **Find**.
4. Advertisement placeholder definitions matching the search parameters will be displayed in the results section.




» **To add a new advertisement placeholder definition**

1. Go to **Setup – Advertisement Placeholder Definitions**
2. Click [< Click here to add a new Advertisement Placeholder >](#).
3. Define the advertisement placeholder as described in **Setup - Advertisement Placeholder Definitions - New Item.**

» **To edit an existing advertisement placeholder definition**

1. Locate the advertisement placeholder definition you want to edit as described above.
2. Click . The **New item** screen will be displayed.
3. Edit the advertisement placeholder definition as described in **Setup - Advertisement Placeholder Definitions - New Item.**

» **To copy an existing advertisement placeholder definition**

1. Locate the advertisement placeholder definition you want to copy as described above.
2. Click .
3. The **New item screen** for the advertisement placeholder definition will be displayed, presenting the name of the new advertisement placeholder definition as follows:  
  
(copy) {Duplication number}

**For Example:**


**(copy) {1}** indicates that the advertisement placeholder definition was copied for the first time during the current session.

4. Edit the copied advertisement placeholder definition as described in **Setup - Advertisement Placeholder Definitions - New Item.**



» **To delete an existing advertisement placeholder definition**



1. Locate the advertisement placeholder definition you want to delete as described above.

2. Click . The following message will be displayed:

Delete? Yes No

3. Click **Yes** to delete.

➔ **On-Screen Buttons**

|   |                              |
|---|------------------------------|
|  <b>Exit</b> | Exit to <b>Setup</b> menus   |
|  <b>Help</b> | Open the relevant Help topic |