Add a Theatre Banding

This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Add a New Theatre Banding

1. Click **Administration**.

2. Select **Accounting Menu** item.

3. Select **Theatre Bandings** sub-menu item.

   a. The Theatre Bandings screen will display with all the existing list.

4. Select the **New** button.

5. Add the **Name** of the new Theatre Banding.

6. Select the Theatre Banding code from the drop down list.

7. Select **Create Theatre Band List** button.

   a. A message advising that the Theatre Banding List successfully created.

8. Once the list is created, the bands need to be imported.

9. Select the **Import** button.

10. Select the **Choose file** button and locate the file on your network.

11. Select **Import Data** button.