



Kinetic

KxConferencing

Changing Resources in Kx and the Up-Date Event Responses

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KxConferencing

Event Set up

When an event has resources booked and then the times/dates/numbers change, various pop up screens appear to help the user change the details on the event

My event is for 2 days

Ref 45990 Co Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
Giles Inc Ms Mary Giles 087645678
Arriving Mon Oct 12 2026 9:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Booking Details

Summary Details Clients Mtg. Rooms Catering Bedrooms Quotes Notes

Event Title: Annual Pottery Awards 2026

Arrival: 10/12/2026 09:00 AM Primary Site: Kinetic Village Contracted Numbers: Day 10, Night 10

Start: 10/12/2026 09:00 AM Type of Event: Residential Conference (0 - 100)

End: 10/14/2026 05:00 PM Event Manager:

Departure: 10/14/2026 05:00 PM Narrative:

With Meeting room

Ref 45990 Co Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
Giles Inc Ms Mary Giles 087645678
Arriving Mon Oct 12 2026 9:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Meeting Rooms

Summary Details Clients Mtg. Rooms Catering

Booked Conference Room Area No Area SU Start Mon-Oct-12 09:00 AM End Wed-Oct-14 05:00 PM TD 10 People Layout Bar

Catering

Ref 45990 Co Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
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Arriving Mon Oct 12 2026 9:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Catering

Summary Details Clients Mtg. Rooms Catering Bedrooms Quotes Notes Dialogue Attendees Financial

Bookings: Diet Information

Date	Time	Ends	Qty	Description
Mon Oct 12	10:30 AM	10:59 AM	10	AM Refreshments for 10 served in Blue Room
Mon Oct 12	12:00 PM	1:30 PM	10	Lunch for 10 served in Blue Room
Mon Oct 12	3:30 PM	3:59 PM	10	PM Refreshments for 10 served in Blue Room
Tue Oct 13	10:30 AM	10:59 AM	10	AM Refreshments for 10 served in Balharnes Restaurant
Tue Oct 13	12:00 PM	1:30 PM	10	Lunch for 10 served in Balharnes Restaurant
Tue Oct 13	3:30 PM	3:59 PM	10	PM Refreshments for 10 served in Balharnes Restaurant
Wed Oct 14	10:30 AM	10:59 AM	10	AM Refreshments for 10 served in Blue Room
Wed Oct 14	12:00 PM	1:30 PM	10	Lunch for 10 served in Blue Room
Wed Oct 14	3:30 PM	3:59 PM	10	PM Refreshments for 10 served in Blue Room

Bedroom reservations

Ref 45990 Co Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
Giles Inc Ms Mary Giles 087645678
Arriving Mon Oct 12 2026 9:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Bedrooms

Summary Details Clients Mtg. Rooms Catering Bedrooms Quotes Notes

Reserve/Edit Beds Move Beds Check Reserved Print Refresh (F5) Delegate Information Save

Bedrooms Reserved Rooming List Other Reservations Externally Booked Accommodation Summary

Date From 10/12/2026 Date To 10/14/2026 Go To

Description	Mon Oct 12	Tue Oct 13
Single Standard 3 Benjamin Street	10	10
Total Rooms Reserved	10	10
Catering (Night)	0	0
Catering (Next Morning)	0	0



And Allocated Attendees – please note my attendees have the same dates and times as the event

Ref 45990 Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
 Giles Inc Ms Mary Giles 087645678
 Arriving Mon Oct 12 2026 9:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Attendees

Group [All]

	Last Name	First Name	Company	Arrival	Departure	Block	Bed Type	Allocated Room	Res	Manual Meal C
	Anderson	Peter	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C3		
	barfeet	Ann	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B1		
	griffith	John	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C1		
	hinny	David	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B3		
	jones	Trish	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3A5		
	pace	Mal	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B4		
	payne	Gill	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3A4		
	plans	Bill	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B5		
	smith	Sarah	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C2		
	walker	Kay	Giles Inc	Oct 12 09:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B2		

I also have a quote, but Kx will not update a quote, the Kx user needs to update the quote after the changes have been made, either manually or by another automatic quote

Making changes to the Event

Any changes to the "top header" in the details page will trigger a Kx response.

Ref 45990 Annual Pottery Awards 2026 Confirmed Kinetic Village Residential Conference (0 - 100)
 Giles Inc Ms Mary Giles 087645678
 Arriving Mon Oct 12 2026 8:00 AM Starting Mon Oct 12 2026 9:00 AM Ending Wed Oct 14 2026 5:00 PM Departing Wed Oct 14 2026 5:00 PM No's 10/10

Booking Details

Save Cancel Print Schedule

Event Title	Annual Pottery Awards 2026				
Arrival	10/12/2026	08:00 AM	Primary Site	Kinetic Village	
Start	10/12/2026	08:00 AM	Type of Event	Residential Conference (0 - 100)	
End	10/14/2026	05:00 PM	Event Manager		
Departure	10/14/2026	05:00 PM	Narrative		

Contracted Numbers
 Day 10
 Night 10

Here, the event start has been changed from 09.00AM to 08.00AM

When the SAVE button is hit the Update Event screen appears

Update Event

Update Event

The attendance details for this event have changed. Please select from the options below which parts of the event need to be updated

☒ Conference Room Times

☐ Default Bed Bookings

☒ Delegate date and times

☒ Timetable

☒ Quote Item Dates

☒ Adjust Event Action Dates

☒ Adjust Notes

Confirm None



If the ticks are not changed, Kx will update the conference room times, attendee dates and times, and also the other 4 items on the screen

Once you confirm Kx then shows the meeting room change for you to OK

Change Conference Room Booking Dates

Conference Rooms

Change the New Start and End Date/Times to move the Conference Rooms for this event.
 ⚠ Click on this icon in the last column to show/resolve clashes.

Room	Start Date/Time	End Date/Time	New Start Date/Time	New End Date/Time	Clash
Blue Room	10/12/2026 9:00:00 AM	10/14/2026 5:00:00 PM	10/12/2026 8:00:00 AM	10/14/2026 5:00:00 PM	

It brings up a warning

Confirm

This will move the room dates/times to those shown in the New Start/New End columns - are you sure ?

Yes No

If meeting rooms shouldn't change then hit Cancel in the previous screen or NO in this screen. If all OK hit YES

As the catering started with Morning Refreshments, and not breakfast – the catering pop up did not appear, but a warning is given to update catering (if times change to include an extra catering session) and Diets

However – by saying YES to the changes, Kx automatically changes the Attendee check in time, (as the check in time was the same as the event times) **There is no pop up or warning**

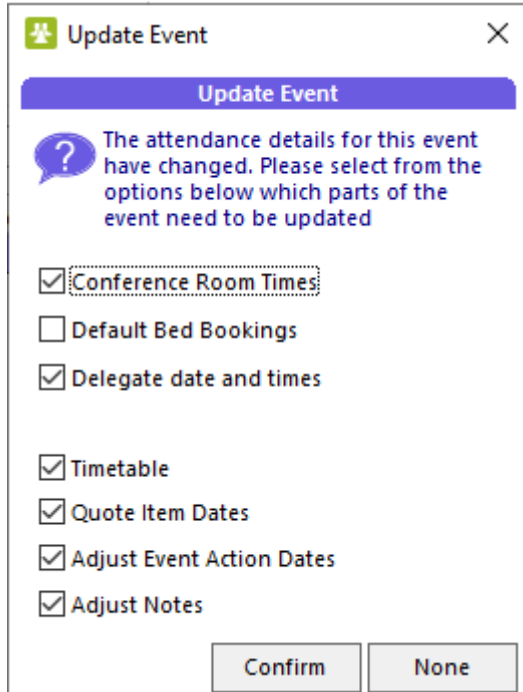
Attendees

Group: [All] [Filter]

Group	Last Name	First Name	Company	Arrival	Departure	Block	Bed Type	Allocated Room	Res
	Anderson	Peter	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C3	✓
	bartlett	Ann	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B1	✓
	griffith	John	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C1	✓
	hinny	David	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B3	✓
	jones	Trish	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3A5	✓
	pace	Mal	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B4	✓
	payne	Gill	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3A4	✓
	plans	Bill	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B5	✓
	smith	Sarah	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3C2	✓
	walker	Kay	Giles Inc	Oct 12 08:00 AM	Oct 14 05:00 PM	3 Benjamin Street	Single Standard	BEN3B2	✓



So when changing Dates/Times/Numbers on the Top Header in Details page, you need to read the Update event pop up well. Untick anything that you do not want Kx to automatically change. You can also choose NONE and manually make changes.



Update Event

The attendance details for this event have changed. Please select from the options below which parts of the event need to be updated

- ☒ Conference Room Times
- ☐ Default Bed Bookings
- ☒ Delegate date and times
- ☒ Timetable
- ☒ Quote Item Dates
- ☒ Adjust Event Action Dates
- ☒ Adjust Notes

Confirm None