



**TRENZ**  
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## Mapping and Assignment Guide for Single Appointment Books

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info@trenz.co.nz  
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Please find step-by-step instructions to assist you while you work through the mapping and assignment process. If at any point you require further explanation or assistance, please do not hesitate to contact the TRENZ team on:

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These instructions will help you navigate the Mapping & Assignment process and how to allocate appointment books within your organisation. Please note this tab is only available to the TRENZ Registration Contact.

## What is Mapping & Assignment for?

The Mapping & Assignment functionality allows Sellers to assign each appointment book to a particular attending delegate. It also allows Sellers to 'map' (assign) their appointment book to include or exclude Trade Booths.

This function is only available to your company TRENZ Registration Contact.

- All registered Seller companies have access to Mapping & Assignment.
- All Sellers can 'map' their appointment book, so that Trade Booths cannot request appointments with them during the appointment requesting phase.
- If you choose to exclude Trade Booths, they will not be able to request appointments with you, and you will not be able to request appointments with them.
- In this tab, you can also change the assignment of their appointment book, to another registered delegate (full passes only).

**You can make changes in Mapping & Assignment, as many times as you wish, up until 5pm, 8 February 2019. After this time, Mapping & Assignment is no longer available.**

Please note that your selected mapping only applies during the appointment request phase – after this time, all manually scheduled appointments do not follow these rules, so you will need to manage accepting of any requests closely.

Appointments	Assign To	Wants to see	Does NOT want to see	
Seller	<input type="text" value="Test Seller"/>	Trade Booth		<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

### To assign a book to a person

1. Click edit on the right hand side on the appointment book you wish to assign. You will see a drop down list of eligible people from your company (all those that are full pass holders). Select the person you wish to assign.
2. Once you've made the changes click Save. This person has now been assigned to manage this appointment book.
3. If you have a second appointment book – you will need to follow the previous steps for this book.

### To map a book to exclude Trade Booths

1. Click edit on the right hand side of the appointment book you wish to map.
2. Select 'Trade Booth' in the "Wants to see" and move it across to the "Does NOT want to see" column by using the arrows. Click save, and requests from Trade Booths will not be available.