

ACTIVE DATA CALENDAR (FACILITIES MODULE) SAMPLE FACILITY SETUP ATTRIBUTES (ROOM TYPES, SETUP OPTIONS & ROOM FEATURES)

Overview

Active Data Calendar Facilities offers the ability to set up Room Types, Room Setup Options and Room Features with the intention of applying these items to managed rooms in the application to better classify and communicate what is available regarding the room's facilities attributes. Application users (*Add/Modify Events and Facilities Calendar*) and web users of the Facilities Open Entry Forms will be able to search for rooms based on these three criteria classifications and know what to ask for in the set up notes and resources to extend the offered functionality of the requested room booking.

Navigate to the Facilities tab in the Active Data Calendar administrative area and view the toggle to the left of the screen that shows two main navigational panels of "Setup" and "Manage". Choose "Setup" to see the options of creating Room Types, Room Setup Options and Room Features.

Facilities Calendar (Internal to Application Only)

The screenshot displays the 'Facilities Calendar' interface. At the top, there is a navigation bar with tabs for 'Events', 'Registration', 'Workflow', 'Facilities', 'Resources', 'Categorization', 'Marketing', 'Reports', and 'Configuration'. The 'Facilities' tab is selected. Below the navigation bar, the 'Facilities Calendar' section is visible, with a 'Display Format' dropdown set to 'Facility Gantt View'. The main content area is titled 'Facility Gantt View'. On the left, there is an 'Advanced Search (New Search)' section with fields for 'Start Date' (8/21/2009), 'Start Time' (5:00 AM), 'End Time', 'Time Range' (Select), and 'Keyword/ID'. Below these fields are radio buttons for 'Show All Requested Facilities', 'Show All Booked Facilities', 'Show All Available Facilities', and 'Show All Facilities'. In the center, there is an 'Event Location' section with a 'Building/Room Keyword' field and a 'SUBMIT' button. Below this is a list of locations with checkboxes: 'Downtown Campus', 'Main Campus', 'North Campus', 'Off Campus', and 'South Campus'. On the right, there are three red-bordered boxes containing facility attributes: 'Room Type(s)' with a list including 'Art Gallery', 'Atrium', 'Auditorium', and 'Cafeteria'; 'Feature(s)' with a list including 'Blackboard', 'Carpeted', 'Computer', and 'Corkboard'; and 'Setup Option(s)' with a list including 'Banquet', 'Boardroom', 'Circle Tables of 8 each', and 'Classroom'. At the bottom right, there is a 'Capacity' field and a 'SEARCH' button. A legend at the bottom left shows color-coded boxes for 'Room' (Setup, Closed, Tear Down, Pending) and 'User' (Setup, Review, Tear Down, Approved). At the bottom right, there are icons for 'download', 'print', and 'report'.

Room Types

Room Types can be applied to a managed room in order to help describe the room for searching and selection of rooms for reservation/scheduling. Multiple room types can be applied to each room.

Room Setup Options

Room Setup Options can be applied to a managed room in order to help describe what the default setup option is as well as the available alternate setup options with associated setup time, teardown time and maximum capacities. Multiple room setup options can be applied to each room.

Room Features

Room Features can be applied to a managed room in order to help describe what is available in the room by booking the room. These are the items that are catalogued as permanently part of the room. If there are items not available in the room users can request these as resources which are portable items brought to the event to extend the functionality of the room. Multiple room features can be applied to each room and each item can have an associated count.

Add / Modify Room and Applying Facilities Attributes

Room Type

Room Types:
 Cafeteria
 Classroom
 Common Area
 Conference Room

Select Room Setup Options and Associated Capacity Based off Setup

Setup Option: Max. Capacity:
 Setup Time: Tear Down Time:

Delete	Setup Option	Capacity	Setup Time	Tear Down Time	Default Room Setup
<input type="button" value="DELETE"/>	Conference - Square	30	15 minutes	15 minutes	<input checked="" type="checkbox"/>
<input type="button" value="DELETE"/>	Conference - U Shape	30	20 minutes	20 minutes	<input type="checkbox"/>

Room Features

Room Features:
 Blackboard
 Carpeted
 Computer
 Corkboard

Delete	Feature	Count	Notes
<input type="button" value="DELETE"/>	Carpeted	<input type="text" value="1"/>	This room is fully carpeted.
<input type="button" value="DELETE"/>	Computer	<input type="text" value="2"/>	This room has 2 computers. One is a MAC and one is a PC. Both have MS Office installed on them and the guest login is (guest/guest123).
<input type="button" value="DELETE"/>	Internet Access	<input type="text" value="1"/>	This room has the option of either a plug in ethernet or WIFI.
<input type="button" value="DELETE"/>	Whiteboard	<input type="text" value="1"/>	This whiteboard uses only dry erase markers. Extra markers are located in the closet in the back of the room.

Sample Room Types, Room Setup Options and Room Features

Room Types	Room Setup Options	Room Features
<ul style="list-style-type: none"> • Art Gallery • Atrium • Auditorium • Cafeteria • Classroom • Common Area • Conference Room • Gymnasium • Lab Room • Lecture Hall • Media Room • Meeting Room • Multi Purpose Room • Office • Recitation Room • Residence • Student Lounge • Student Lounge • Study Room • Swimming Pool • Training Room • Worship 	<ul style="list-style-type: none"> • Banquet • Boardroom • Circle Tables - Seats 10 • Circle Tables - Seats 12 • Circle Tables - Seats 6 • Circle Tables - Seats 8 • Classroom • Conference - Square • Conference - U Shape • Hollow Square • Lab Tables (sits 6 each) • Lab Tables (sits 8 each) • Multi-Rows • Open • Round Tables • Theatre • Training • U-Shape 	<ul style="list-style-type: none"> • Blackboard • Carpeted • Computer (MAC) • Computer (PC) • Corkboard • DVD • Fax Machine • Handicap Ramp • Hardwood Floors • Internet Access (Ethernet) • Internet Access (WIFI) • Kitchenette • Lights - Adjustable • Microphone • Partitions • Podium • Projector Screen • Sink • Sound System • Teleconference Phone • Telephone • Television • Tile Floors • TV/VCR • TV/VCR/DVD • VCR • Video Conferencing • Whiteboard

Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.