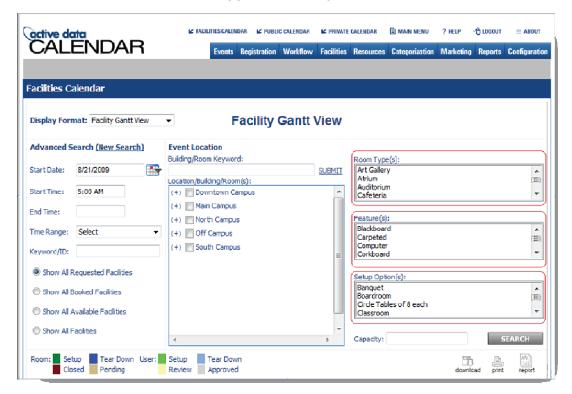
ACTIVE DATA CALENDAR (FACILITIES MODULE) SAMPLE FACILITY SETUP ATTRIBUTES (ROOM TYPES, SETUP OPTIONS & ROOM FEATURES

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)



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

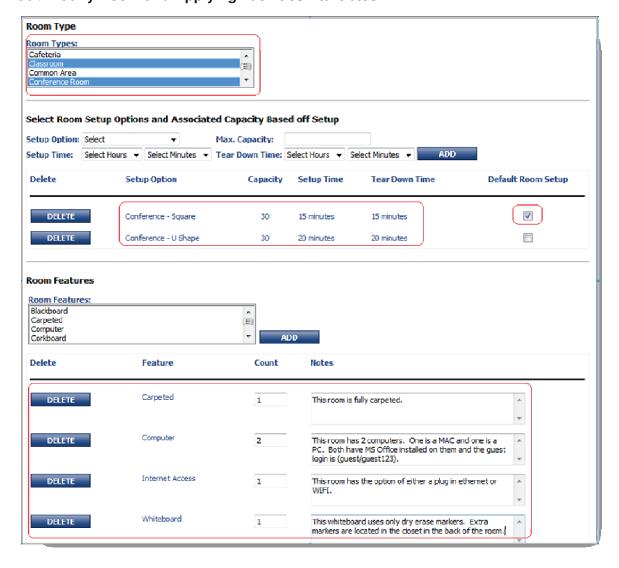
Room Setup Options can be applied to a managed room in order to help describe what the default setup option is as well as the available alternate setup options with associated setup time, teardown time and maximum capacities. Multiple room setup options can be applied to each room.

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 Attriubtes





Sample Room Types, Room Setup Options and Room Features

Room Types	Room Setup Options	Room Features
 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 	 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 	 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 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.

