

Active Data Calendar 3.5 - Facilities Module

Matrix of Facilities Setup and Modification Business Rules - Tip Sheet

Facilities: Manage (Add, Modify/Delete Locations, Buildings or Room Availability)

	Location Availability	Building Availability	Room Availability
Add Location, Building or Room	Availability schedule cascades to Buildings and Rooms.	Availability schedule cascades to Rooms.	Must fall within building availability.
Modify Location, Building or Room	Location availability does not dictate when buildings can be available. It is only a fast path for populating building level availability.	If building has rooms with more availability then building modification allows, but there are no events in those rooms, then you can modify with no restrictions. If there are rooms with events that will be affected by the building availability modification, then (1) List of affected events is displayed with an option to download the list. User can cancel out or continue with modification. (2) Modifying user may enter notes to include in the email to event owners (3) Email is sent to event owners (4) Events affected are set back to "Pending" (5) Users can go in and modify event location/request if they choose to or event can be reprocessed	Must fall within building availability. If modified and there are affected events: (1) List of affected events is displayed with the option to download the list. User can cancel out or continue with modification. (2) Modifying user can enter notes to include in email to event owners (3) Email is sent to event owners (4) Affected events are set back to "Pending" (5) Users can go in and modify event location/request if they choose to or event can be reprocessed
Delete Location, Building, Room	Cannot delete a location being used by at least one event.	Cannot delete a building if it is being used by at least one event.	Cannot delete a room if it is being used by at least one event.

Facilities: Manage (Modify/Delete Room Attributes)

Rooms	Room Features	Room Setup Options (Capacity, Setup, Tear Down Time)
Modify Room	Room features can be modified - (1) List of affected events is displayed with an option to download the list. User can cancel out or continue with modification. (2) Modifying user can enter notes to include in email to event owners	If Room Capacity, Setup or Tear down is modified – (1) List of affected events is displayed with the option to download the list. User can cancel out or continue with modification. (2) Modifying user can enter notes to include in the email to event owners (3) Email is sent to event owners (4) Affected events are set back to "Pending" (5) Users can go in and modify event location/request if they choose to or event can be reprocessed with new info. NOTE: The only time that the workflow above is NOT initiated, is if the capacity is modified to be greater than the original – then there is no email or workflow initiated.

Facilities: Setup (Modify/Delete Room Features)

Modify Room Features	Can always modify a room feature name.
Delete Room Features	Users cannot delete features from the "Delete Feature" menu if it is applied to at least one room.

Facilities: Setup (Modify/Delete Room Setup Options)

Modify Room Setup Options	Can always modify the name with no affect.
Delete Room Setup Options	Cannot delete room setup options if they are applied to at least one room.

Resources: Modify/Delete Resources

Modify Resource	Can modify the resource name and internal notes – (1) List of affected events is displayed with the option to download the list. User can cancel out or continue with modification. (2) Modifying user can enter notes to include in the email to event owners (3) Email is sent to event owners
Delete Resource	Can delete the resource – will send an Email to all event owners (users) who have an event that is requesting or approved for that resource notifying them of the change.