

## 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)**

|                                   | <b>Location Availability</b>   | <b>Building Availability</b>   | <b>Room Availability</b>   |
|-----------------------------------|--|--|--|
| 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:<br>(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)**

| <b>Rooms</b> | <b>Room Features</b>  | <b>Room Setup Options (Capacity, Setup, Tear Down Time)</b>   |
|--------------|---|---|
| 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.<br><br><b>NOTE:</b> 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.  |