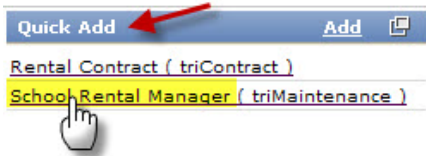


Targeted User Guide: “How to Create Reservable Rooms”

Before you can create a lease, you need to create rooms (spaces) that are “Reservable”

1. In the Quick Add section of your portal, click on the **School Rental Manager** link



2. When the **School Rental Manager** window opens, it defaults to the “**My School Leases**” tab, which is a listing of all of the leases you have created for your school. For this exercise, we are going to click on the “**All School Spaces**” tab so that we can set up our **reservable rooms**.

A screenshot of the School Rental Manager web application. The browser title is 'School Rental Manager > 1000847 - Windows Internet Explorer'. The page header shows 'School Rental Manager > 1000847' and 'School Contracts | Contract Analysis'. Below the header, there's a section for 'My School' with 'School Name Barton Elementary' and 'School ID 0741'. A red arrow points to the 'All School Spaces' tab in the navigation bar. The main content area shows a table of leases under the 'My School Leases' tab.

Contract Name	Lease ID	Date	Lessee Company	Lessee Type	Rental Status	Effective Cost	Total Paid To Date	Total Remaining to Date
Final class training	LID - 2011 - 0741 - 1011	08/16/2010	Sports Learning Academy	Commercial	Review In Progress	\$626.60	\$0.00	\$626.60
Morning training	LID - 2011 - 0741 - 1010	08/16/2010	Mergen Martial Arts	Commercial	Review In Progress	\$284.75	\$250.00	\$34.75
Test of selecting multiple spaces	LID - 2011 - 0741 - 1009	08/12/2010	ABC Company	Non-Profit (Non-Taxable)	Review In Progress	\$935.53	\$0.00	\$935.53
Wednesday PM Training	LID - 2011 - 0741 - 1008	08/11/2010	ABC Company	Non-Profit (Non-Taxable)	Review In Progress	\$424.00	\$0.00	\$424.00
Wednesday a.m. class	LID - 2011 - 0741 - 1007	08/11/2010	Sports Learning Academy	Commercial	Review In Progress	\$638.10	\$0.00	\$638.10
Summit Testers	LID - 2011 - 0741 - 1006	08/09/2010	THE COUNTRY HOA	Non-Profit (Taxable)	Review In Progress	\$322.50	\$0.00	\$322.50
Monday morning training session	LID - 2011 - 0741 - 1005	08/09/2010	Berean Christian School/Grace Fellowship of WPB	Non-Profit (Non-Taxable)	Review In Progress	\$135.00	\$0.00	\$135.00
Church White Elephant Sale	LID - 2011 - 0741 - 1004	08/06/2010	Berean Christian School/Grace Fellowship of WPB	Non-Profit (Non-Taxable)	Review In Progress	\$445.00	\$75.00	\$370.00
Event Name	LID - 2011 - 0741 - 1003	08/05/2010	Mt. Calvary Baptist Church	Commercial	Draft	\$298.20	\$0.00	\$298.20
Thursday Afternoon Demo	LID - 2011 - 0741 - 1002	08/05/2010	End Time Word & Prayer Ministries	Non-Profit (Non-Taxable)	Review In Progress	\$209.00	\$0.00	\$209.00

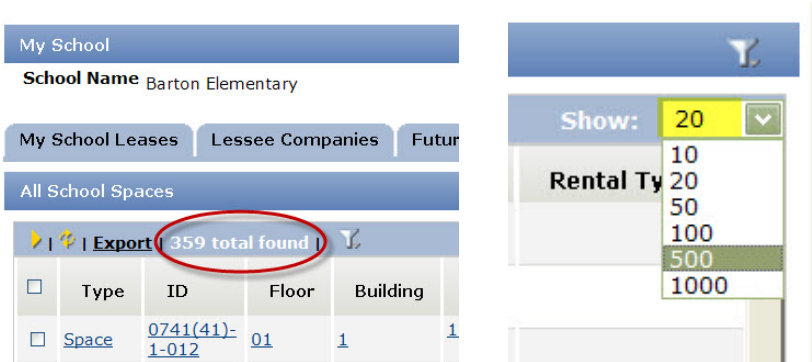
The **All School Spaces** window displays information that is imported from the **FISH (Florida Inventory of School Houses)** database and looks like this:

A screenshot of the School Rental Manager web application showing the 'All School Spaces' tab. The page header is the same as the previous screenshot. The navigation bar now has 'All School Spaces' selected. The main content area shows a table of school spaces with columns for Type, ID, Floor, Building, Area, Reservable, Space Class, Hierarchy Path, and Rental Type. There are 8 rows of data.

Type	ID	Floor	Building	Area	Reservable	Space Class	Hierarchy Path	Rental Type
Space	0741(41)-1-012	01	1	119 square-feet	<input type="checkbox"/>	700:Inside Circulation Area	\\Locations\Barton Elementary - 0741\0741(41)-1\01\012	
Space	0741(41)-1-129G	01	1	131 square-feet	<input type="checkbox"/>	350:Other Food Service	\\Locations\Barton Elementary - 0741\0741(41)-1\01\129G	
Space	0741(41)-1-106	01	1	255 square-feet	<input type="checkbox"/>	Conference Room	\\Locations\Barton Elementary - 0741\0741(41)-1\01\106	
Space	0741(41)-1-107	01	1	197 square-feet	<input type="checkbox"/>	Bookkeeping Office	\\Locations\Barton Elementary - 0741\0741(41)-1\01\107	
Space	0741(41)-1-013	01	1	137 square-feet	<input type="checkbox"/>	700:Inside Circulation Area	\\Locations\Barton Elementary - 0741\0741(41)-1\01\013	
Space	0741(41)-1-101	01	1	761 square-feet	<input type="checkbox"/>	General Administrative Reception Area	\\Locations\Barton Elementary - 0741\0741(41)-1\01\101	
Space	0741(41)-1-102	01	1	262 square-feet	<input type="checkbox"/>	Clinic	\\Locations\Barton Elementary - 0741\0741(41)-1\01\102	

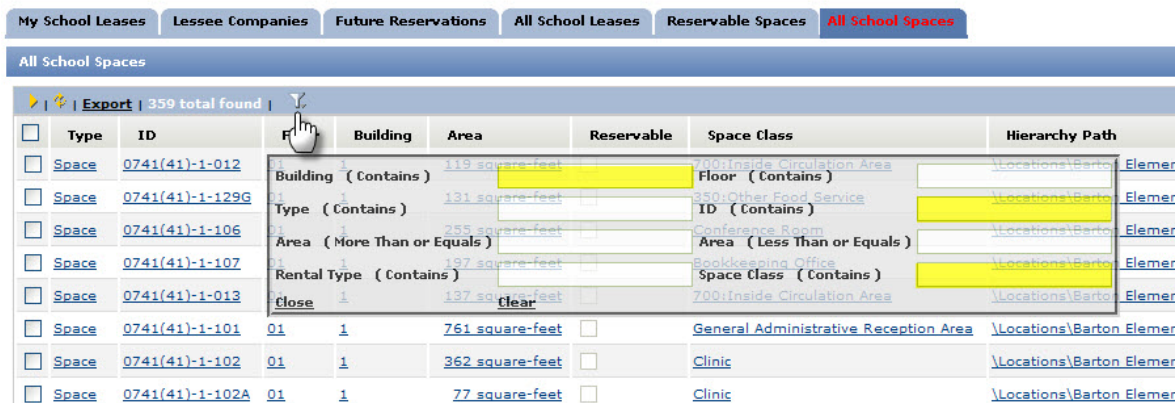
Targeted User Guide: “How to Create Reservable Rooms”

3. You can see that the total number of spaces found by the system for this school is **359**. (Compare this to how many spaces your school has in the system.) Remember that the system typically only shows 10 or 20 records at a time, so if you wanted to see **ALL** records, you would select the next highest number – **500**.



Looking at all of the records can be time consuming, so let’s use the funnel tool to find the rooms we want to make reservable.

4. Looking at all of the records can be time consuming, so let’s use the funnel tool to find the rooms we want to make reservable. Hover over the funnel with your mouse and you will see the filter appear:



Typically, we only use the “**Space Class**” (description of the room), the “**ID**” (FISH #) or the “**Building**” number to search for the rooms we want to configure as reservable.

5. I am looking for a “**Music**” room to make reservable. The number is **4-101** and I will enter it into the filter box in the “**ID**” field. Then press the “**Enter**” key on your key board.



Targeted User Guide: “How to Create Reservable Rooms”

The search returns 4 spaces – each one has 4-101 in the ID, but we can see that the first record is the one we are looking for:

All School Spaces							
<input type="checkbox"/>	Type	ID	Floor	Building	Area	Reservable	Space Class
<input type="checkbox"/>	Space	0741(41)-4-101	01	4	1504 square-feet	<input type="checkbox"/>	Music-Elementary
<input type="checkbox"/>	Space	0741(41)-4-101C	01	4	144 square-feet	<input type="checkbox"/>	083:Music Related Space
<input type="checkbox"/>	Space	0741(41)-4-101B	01	4	41 square-feet	<input type="checkbox"/>	Student Rest Rooms - Male/Female (PreK 3)
<input type="checkbox"/>	Space	0741(41)-4-101A	01	4	143 square-feet	<input type="checkbox"/>	Storage

- To make this space reservable, we will hover over the word “Space” under the “Type” column, then double-click on that record.

All School Spaces							
<input type="checkbox"/>	Type	ID	Floor	Building	Area	Reservable	Space Class
<input type="checkbox"/>	Space	0741(41)-4-101	01	4	1504 square-feet	<input type="checkbox"/>	Music-Elementary
<input type="checkbox"/>	Space	0741(41)-4-101C	01	4	144 square-feet	<input type="checkbox"/>	083:Music Related Space
<input type="checkbox"/>	Space	0741(41)-4-101B	01	4	41 square-feet	<input type="checkbox"/>	Student Rest Rooms - Male/Female (PreK 3)
<input type="checkbox"/>	Space	0741(41)-4-101A	01	4	143 square-feet	<input type="checkbox"/>	Storage

A new window opens up which is the “space record” for Space > 101

Space > 101 - Windows Internet Explorer

Space > 101

General | Print Preview

(Required): General Information for this Space. Save & Close | Save | Activate | Cancel

General

ID: 0741(41)-4-101 Status: Draft Image

* Name: 101

Description: Music - Elementary

Hierarchy Path: \Locations\Barton Elementary - 0741\0741(41)-4\01\101

FISH:

Details

Bar Code Entry: 1051800 Control Number: 1051800

Primary Phone: Primary Fax:

Primary Mail Stop: Condition: 1:Satisfactory

Hazardous Materials: Year Constructed: 1997

Year Modified: 0

Class Size Reduction: 0 Student Station: 0

Egress Capacity: 0 Teaching Station: 0

Program Type: Temp. Certificate of Occupancy

Certificate of Occupancy

Done Local intranet 100%

Targeted User Guide: “How to Create Reservable Rooms”

7. Read the description of the space to ensure that you have chosen the correct record. If so, scroll down to the “**Reservation Flag**” section and put a check mark in the box to the right of “**Reservable?**”:

Space > 101 - Windows Internet Explorer

Space > 101

General | Print Preview

(Required): General Information for this Space. Save & Close | Save | Activate | Cancel

Egress Capacity: 0 Teaching Station: 0

Program Type: Temp. Certificate of Occupancy

Certificate of Occupancy

Reservation Flag

Reservable?

8. In the next section, “**Space Rental Rate**” you will double-click on “**Find**” to associate a cost with the space that you have chosen to be reservable. A menu opens up that gives you all of the approved costs for FY 2010-2011. These costs are entered by **Real Estate Services** and cannot be edited.

Space Rental Rate Find | Clear

Rental Type

Non-Profit Rate \$.00 Rate Units

Commercial Rate \$.00

A new window will open with all 25 approved space rates for leasing. Find the name of the charge type that you wish to select – in this case we are attaching “**Band/Choral Rm**” to the “**Music – Elementary**” room. Click the radio button (it will show a **green** dot when selected) and then click “**OK**”.

	!	ID	Name	Rate Units	Non-Profit Rate	Commercial Rate	System Hier
<input type="radio"/>		1000001	Auditorium 250+	Hours	\$75.00	\$150.00	\Classification:
<input type="radio"/>		1000002	Classroom	Hours	\$20.00	\$35.00	\Classification:
<input type="radio"/>		1000003	Auditorium	Hours	\$50.00	\$100.00	\Classification:
<input checked="" type="radio"/>		1000004	Band/Choral Rm	Hours	\$15.00	\$30.00	\Classification:
<input type="radio"/>		1000006	Cafeteria (Elem/Mid)	Hours	\$25.00	\$50.00	\Classification: (Elem/Mid)
<input type="radio"/>		1000007	Kitchen (Elem/Mid)	Hours	\$25.00	\$50.00	\Classification: (Elem/Mid)
<input type="radio"/>		1000008	Cafeteria (High)	Hours	\$50.00	\$100.00	\Classification:
<input type="radio"/>		1000009	Kitchen (High)	Hours	\$25.00	\$50.00	\Classification:
<input type="radio"/>		1000010	Comp/Tech Lab	Hours	\$40.00	\$80.00	\Classification:

OK | Export | Cancel

Show: 50

Status

Targeted User Guide: “How to Create Reservable Rooms”

9. You should now see that this room is configured with the correct “Rental Type” and charges. Scroll back up to the top of the window and click on “Activate.”

If you don’t click on Activate, you will not be able to see this room as reservable.

Reservation Flag

Reservable ?

Space Rental Rate

Rental Type Band/Choral Rm

Non-Profit Rate \$15.00

Commercial Rate \$30.00

[Save & Close](#) |
 [Save](#) |
 [Activate](#) |
 [Cancel](#)

10. The last step is to check to make sure that you can see the room you just added. Go back to your **School Rental Manager** and click on the “Reservable Spaces” tab.

Reservable Spaces							
<input type="checkbox"/>	Rental Type	Space ID	Description	Non-Profit Rate	Commercial Rate	Rate Units	Status
<input type="checkbox"/>	Cafeteria (Elem/Mid)	0741(41)-1-127	Dining Area	\$25.00	\$50.00	Hours	Active
<input type="checkbox"/>	Classroom	0741(41)-2-114	Intermediate/Middle Classroom (4-8)	\$20.00	\$35.00	Hours	Active
<input type="checkbox"/>	Classroom	0741(41)-3-101	Primary Classroom (K-3)	\$20.00	\$35.00	Hours	Active
<input type="checkbox"/>	Comp/Tech Lab	0741(41)-1-120	Computer Area	\$40.00	\$80.00	Hours	Active
<input type="checkbox"/>	Cafeteria (Elem/Mid)	0741(41)-1-128	Stage	\$25.00	\$50.00	Hours	Active
<input type="checkbox"/>	Kitchen (Elem/Mid)	0741(41)-1-129	Kitchen & Serving Area	\$25.00	\$50.00	Hours	Active
<input type="checkbox"/>	Band/Choral Rm	0741(41)-4-101	Music - Elementary	\$15.00	\$30.00	Hours	Active
<input type="checkbox"/>	Classroom	0741(41)-4-112	Art - Elementary	\$20.00	\$35.00	Hours	Active
<input type="checkbox"/>	Classroom	0741(41)-2-138	Intermediate/Middle Classroom (4-8)	\$20.00	\$35.00	Hours	Active

11. Always check the Reservable Spaces tab to ensure that the room you added shows up in the window:

<input type="checkbox"/>	Band/Choral Rm	0741(41)-4-101	Music - Elementary
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The rooms that you see in the “Reservable Spaces” tab can now be used to create a lease. Remember to check to make sure that all of the rooms you need for a lease have been properly configured as “Reservable” in the system. **You cannot make a room reservable while you are in the middle of creating a lease.**