

# **School Leasing** **Quick start Guide** **for** ***Principals***

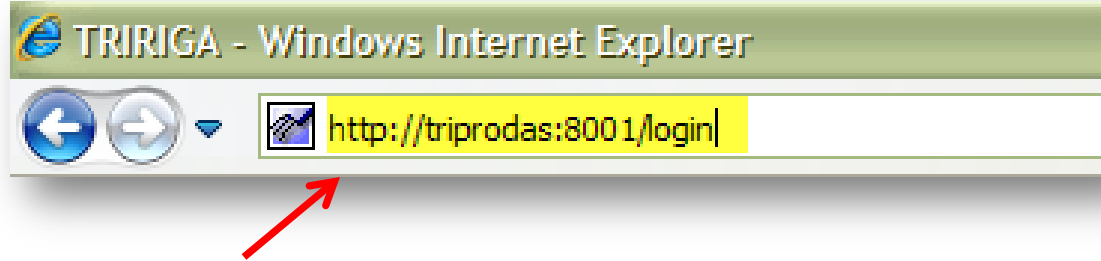
For more information or assistance contact:  
Lisa Dwyer -- Functional Lead, Space Rental  
PX# 2-7622  
Phone: 561-688-7622

# Logging in to the system

Launch



When the new page opens, type in this address:  
**http://triprodas:8001/login**



*You should see this log-in screen open in your browser window. Enter your district logon, then enter your district password.*



# Leasing Coordinator view

Rental Contract > SAT Prep, 1000241 Help

General | Contact Details | Payments | Notification | Notes & Documents | Print Preview

▶ | (Required): General information about Real Estate Lease. Submit for Approval | Save | Save & Close | Cancel

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LID - 2011 - 2631 - 1003      Revision      0      Status      Draft

SAT Prep      Contract Creation Date 08/01/2010      \* [School Facility](#) PALM BEACH CENTRAL HI

Weekend class for students who need SAT prep tutoring.

Fiscal Year      2011

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**by**      [Add](#) | [Find](#) | [Remove](#)      **Cost Summary**

Company	Status	Revision	ESTIMATED COST	PAYMENTS
Kaplan Teaching, Inc.	Revision In Progress		<b>A. Room Cost</b> \$105.00	<b>I. In Kind Amount</b> \$.
Commercial	<a href="#">Sales Tax Exempt Certification</a> <input type="checkbox"/>		<b>B. Taxes</b> \$6.82	<b>J. Actual Payment</b> \$.
<a href="#">Ince</a> <input checked="" type="checkbox"/>	<a href="#">Health Department</a> <input type="checkbox"/>		<b>C. Exterior Lighting</b> \$0.00	<b>K. Total Remaining (H-J)</b> \$2
<a href="#">poration</a> <input checked="" type="checkbox"/>	<a href="#">Status of Corporation</a> <input type="checkbox"/>		<b>D. Event Insurance Cost</b> \$0.00	
	<a href="#">City</a>		<b>E. Labor Cost</b> \$110.00	
	<a href="#">Zip Code</a>			

After the leasing coordinator has entered all required information into the system, the lease will be Submitted to the Principal for Approval. The Principal gets a notification via email indicating that there is a lease to be reviewed and approved. At that point, the Principal can log into Tririga (at his/her computer) and begin.

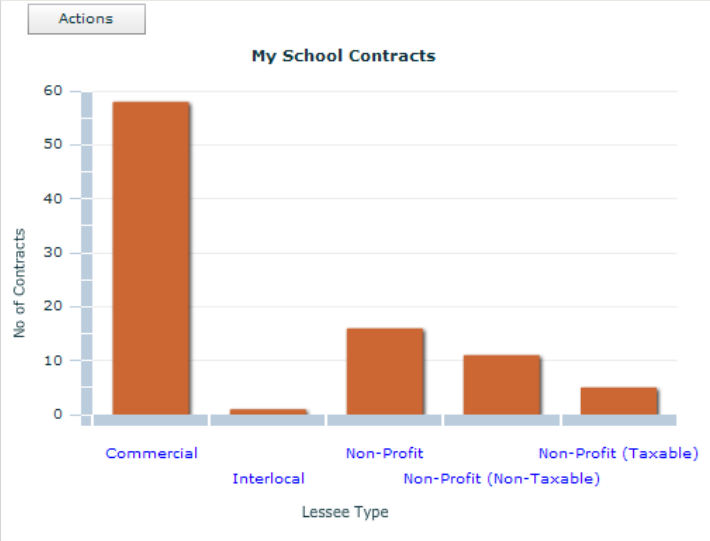
# Principal's Portal Page

Home | Project: Company Level

- My Profile
- My Calendar

- My Favorites** Add
- Request
  - Task

***This is called the Principal's Portal Page. The Principal will approve leases by clicking on Action Items.***



**Actions** [Hide Legend](#)

- Fire Alarm - Activated
- Fire Alarm - Alarm Mode
- Fencing - Athletic
- Pests Control - Bees
- Ext Site Imp - Benches / Tables
- Lock and Window - Glass/Window hardware repair
- Clinics - Eyewash
- General Repairs - Plumbing - Clogs
- HVAC - A/C too cold
- Communications
- HVAC - Control Replacement
- Athletic Imp - Covered Pavilions
- Ext Site Imp - Covered Walkways

**Action Items** [Accept](#)

	Action	Type	Due	Status	From
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/23/2010 11:38:25	ACCEPTED	Nemes, Sally - TRI 1061271
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/16/2010 13:48:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/01/2010 22:45:42	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/29/2010 11:55:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 14:27:23	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 09:12:41	ACCEPTED	Greenberg, Larry - 1011172

- Self-Service Reports**
- [Building Directory](#)
  - [Employee Directory](#)
  - [Employee List](#)
  - [Facilities Projects By Status](#)
  - [Projects by Request Type and Fiscal Year](#)
  - [Projects Over Budget](#)
  - [Work Order by Failure Code](#)
  - [Zero Activity Encumbered Work Tasks](#)

**Last Visited**

Approval	<a href="#">1024224 - Rental Contract-sn - test non-profit, 1000257-1024224</a>
Rental Contract	<a href="#">sn - test non-profit, 1000257</a>
School Principal Manager	<a href="#">1003630</a>
Approval	<a href="#">1024206 - Rental Contract-Another sample event, 1000256-1024206</a>
Rental	<a href="#">Another sample event, 1000256</a>

**Notifications** [Delete](#)

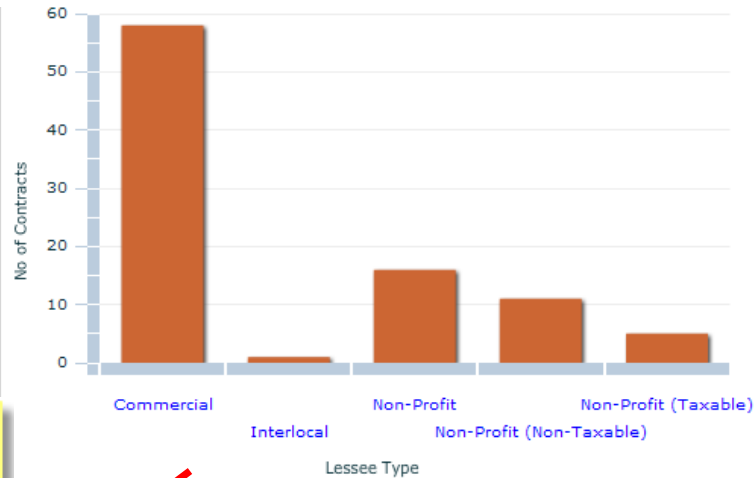
Date	Subject
<input type="checkbox"/> 08/23/2010 11:38:27	<a href="#">sn - test non-profit, 1000257 Rental Contract with ID 1000257 is waiting for approval.</a>
<input type="checkbox"/> 08/11/2010 10:00:14	<a href="#">At+ Markham, 1000252 Rental Contract with ID 1000252 is waiting for approval.</a>
<input type="checkbox"/> 08/09/2010 09:43:13	<a href="#">Church Services - EBE Baptist, 1000249 Rental Contract with ID 1000249 is waiting for approval.</a>
<input type="checkbox"/> 08/01/2010 22:45:45	<a href="#">SAT Prep, 1000241 Rental Contract with ID 1000241 is waiting for approval.</a>
<input type="checkbox"/> 04/14/2010 09:49:04	<a href="#">Wellington Regional, 1000221 Rental Contract with ID 1000221 is waiting for approval.</a>
<input type="checkbox"/> 04/08/2010 09:59:22	<a href="#">Talent Show, 1000220 Rental Contract with ID 1000220 is waiting for approval.</a>

- Company Reports**
- [Employee Directory](#)
  - [Employee List](#)
  - [Facilities Projects By Status](#)
  - [Office Directory](#)
  - [Projects by Request Type and Fiscal Year](#)
  - [Projects in Review By Priority Rating](#)
  - [Projects Over Budget](#)
  - [Vendor Directory](#)
  - [Work Order by Failure Code](#)
  - [Zero Activity Encumbered Work Tasks](#)

# Principal's Portal Page

My Favorites Add

- Request
- Task



- Fire Alarm - /
- Fencing - Ath
- Pests Control
- Ext Site Imp
- Lock and Win
- Clinics - Eyew
- General Repa
- HVAC - A/C t
- Communicati
- HVAC - Contr
- Athletic Imp
- Ext Site Imp

Action Items are those items that require you to take some action. You can click on the item to open it up and review it.

**Action Items** Accept


	Action	Type	Due	Status	From
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/23/2010 11:38:25	ACCEPTED	Nemes, Sally - TRI 1061271
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/16/2010 13:48:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/01/2010 22:45:42	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/29/2010 11:55:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 14:27:23	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 09:12:41	ACCEPTED	Greenberg, Larry - 1011172

Notifications are those items that alert you to a change in a status. You can also click and open these items.

**Notifications** Delete

	Date	Subject
<input type="checkbox"/>	08/23/2010 11:38:27	<a href="#">sn - test non-profit, 1000257 Rental Contract with ID 1000257 is waiting for approval.</a>
<input type="checkbox"/>	08/11/2010 10:00:14	<a href="#">A+ Markham, 1000252 Rental Contract with ID 1000252 is waiting for approval.</a>
<input type="checkbox"/>	08/09/2010 09:43:13	<a href="#">Church Services - EBE Baptist, 1000249 Rental Contract with ID 1000249 is waiting for approval.</a>
<input type="checkbox"/>	08/01/2010 22:45:45	<a href="#">SAT Prep, 1000241 Rental Contract with ID 1000241 is waiting for approval.</a>

# Principal Portal Action Item

Action Items					
	Action	Type	Due	Status	From
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/23/2010 11:38:25	ACCEPTED	Nemes, Sally - TRI 1061271
<input checked="" type="checkbox"/> 	<a href="#">Required Review</a>	Approval	08/16/2010 13:48:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/01/2010 22:45:42	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/29/2010 11:55:12	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 14:27:23	ACCEPTED	Greenberg, Larry - 1011172
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 09:12:41	ACCEPTED	Greenberg, Larry - 1011172

An action item is always paired with a notification... however, a notification does not have to be paired with an action item. For example, a user may get a notification that a payment is due or that a required document is expiring, but neither of these notifications has an associated action item.

Let's double-click on "Required Review" (red arrow) and see what that is...

# Principal Action Item pop-up window

Approval > 1024204 - Rental Contract-Sample Mon afternoon lease, 1000255-1024204 Help

Required To setup up an approval, select the approval options and rules. During approval the status of each reviewer can be seen in the routing list.

[Approve](#) | [Escalate](#) | [Reassign](#) | [Return](#)  
[Request Clarification](#) | [Cancel](#)

**Attention!**

Larry Greenberg has submitted Rental Contract (Sample Mon afternoon lease, 1000255) for your review. You can see this record by clicking the "Source Record Link" below. You are listed as a required reviewer, so after reviewing the details, please click the Approve, Return, Request Clarification, Reassign or Escalate above.

**Source Record Information**

[Source Record Link](#) Sample Mon afternoon lease, 1000255

Source Business Object Rental Contract      Source Form Rental Contract

**Approval Details**

**Submitted By** Larry Greenberg      **Approval Status** Review In Progress

**Currently Assigned To** Matthew Shoemaker

**Reviewer List**

!	#	Person	Review Status	Sent	Completed	Comment	Resolved Review Type
	1	<a href="#">Matthew Shoemaker</a>	<a href="#">Pending</a>	<a href="#">08/16/2010 13:48:12</a>			<a href="#">Approval Rule</a>

The red type (above) explains the action item and who it is from. To see the associated record, click on "Source Record Link" and the contract opens up in a new page. Under Approval Details, you can see who it was submitted by and who it is assigned to.

# Source record link to Lease

General | Contact Details | Payments | Notification | Notes & Documents | Print Preview

► | (Required): General information about Real Estate Lease. Cancel

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**General**

Lease ID: LID - 2011 - 2631 - 1015      Revision: 0      Status: Review In Progress

\* Event Name: Sample Mon afternoon lease      Contract Creation Date: 08/16/2010      \* [School Facility](#) PALM BEACH CENTRAL HIGH

Event Description: Type in a description here.

Approval Date:      Fiscal Year: 2011

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Lessee Company				Cost Summary			
Name	Sample Lessee Company	Status	Draft	ESTIMATED COST		PAYMENTS	
Lessee Type	Commercial	Sales Tax Exempt Certification	<input type="checkbox"/>	A. Room Cost	\$400.00	I. In Kind Amount	\$0.00
Liability Insurance	<input checked="" type="checkbox"/>	Health Department	<input type="checkbox"/>	B. Taxes	\$26.00	J. Actual Payment	\$0.00
Non-Profit Corporation	<input type="checkbox"/>	Status of Corporation	<input checked="" type="checkbox"/>	C. Exterior Lighting	\$0.00	K. Total Remaining (H-J)	\$763.50
Address		City		D. Event Insurance Cost	\$55.00	SHARE BREAKDOWN	
State		Zip Code		E. Labor Cost	\$282.50	L. School Share	\$320.00
				F. Total Cost (A+B+C+D+E)	\$763.50	M. District Share	\$80.00
				G. Rental Waiver	\$0.00		
				H. Effective Cost (G-H)	\$763.50		

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**Lessee Company Contacts**

First Name	Last Name	Work Phone	Work Fax	eMail
No data to display				

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**Reservations**

Reservation ID	Reservation Type	Planned Start	Planned End	Status
1001548	Onetime	08/31/2010 11:00:00	08/31/2010 15:00:00	Draft

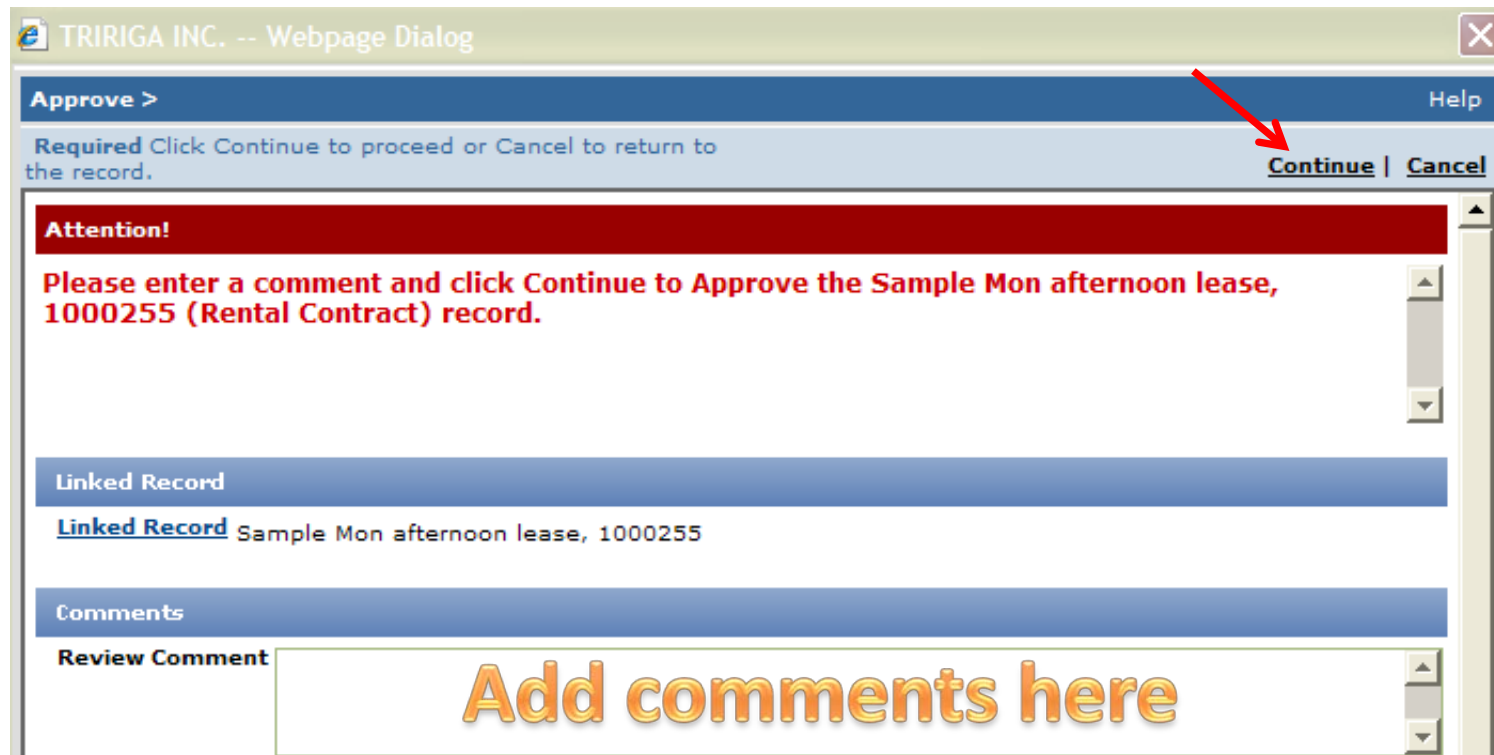
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**Locations & Costs**

Reservation ID	Space	Planned Start	Planned End	Room Cost	Ext Lighting Cost	Total Taxes	Insurance Cost	Labor Cost	Total Waiver	Effective Cost
1001548	131	08/31/2010 11:00:00	08/31/2010 15:00:00	\$400.00	\$0.00	\$26.00	\$55.00	\$282.50	\$0.00	\$763.50

In this sample lease, you can see the Lease ID #, the event name, event description, lessee name and type, which required documents are on file and the reservations, locations and costs.

# Lease #1: Lease can be approved



If the Principal has reviewed the lease and determined that it is ready to be approved, the Principal clicks on “Approve” and a small “Approve” window opens (above). To approve with comment, type a comment in the “Review Comment” box, then click “Continue.” To approve without comment, simply click “Continue.” The lease moves on to Real Estate Services for processing.

# Lease #2: Missing Liability Insurance

Lease ID	LID - 2011 - 2631 - 1019	Revision	0
* Event Name	Ice Cream Social Event for Presbyterian Girl Scouts	Contract Creation Date	08/23/2010
Event Description	Social Event for Presby girl scouts -- end of summer season event		
Approval Date		Fiscal Year	2011

Lessee Company			<a href="#">Add</a>   <a href="#">Find</a>   <a href="#">Remove</a>	Cost S
<u>Name</u>	Knoll Catering	<u>Status</u>	Active	ESTIM
<u>Lessee Type</u>	Commercial	<u>Sales Tax Exempt Certification</u>	<input type="checkbox"/>	A. Ro
<u>Liability Insurance</u>	<input type="checkbox"/>	<u>Health Department</u>	<input type="checkbox"/>	B. Ta:
<u>Non-Profit Corporation</u>	<input type="checkbox"/>	<u>Status of Corporation</u>	<input type="checkbox"/>	C. Ext
<u>Address</u>		<u>City</u>		D. Ev

The Principal reviews the lease and sees that there is no document attached to the Lessee Company record. Since Liability Insurance is missing, the Principal will RETURN the lease to the leasing coordinator so that the document can be uploaded to the system.

# Return lease to coordinator

TRIRIGA INC. -- Webpage Dialog

Return > Help

Required Click Continue to proceed or Cancel to return to the record. Continue | Cancel

**Attention!**

Please enter a comment and click Continue to Return the Ice Cream Social Event for Presbyterian Girl Scouts, 1000259 (Rental Contract) record.

Linked Record

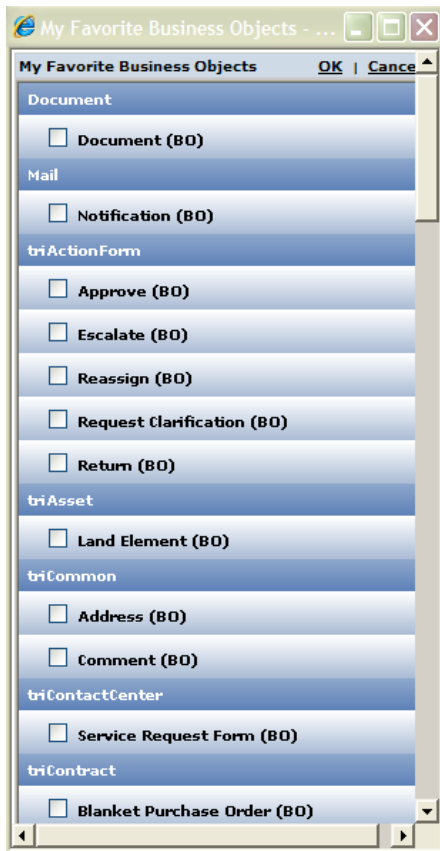
[Linked Record](#) Ice Cream Social Event for Presbyterian Girl Scouts, 1000259

Comments

\* Review Comment Please attach the required documents. Insurance is missing. Thanks.

The Principal selects "Return" and the Return window opens up. The Principal can then enter the comment regarding why the lease is being returned. In this case, when the Principal reviewed the lease, the insurance was missing.

# Setting up the Quick Add link



Good afternoon! Matthew Shoemaker  
Monday August 23, 2010

TRIRIGA

Home | Project: Company Level

My Profile  
My Calendar

My Favorites  
Request  
Task

Actions

### My School Contracts

Lessee Type	No of Contracts
Commercial	58
Interlocal	1
Non-Profit	16
Non-Profit (Non-Taxable)	11
Non-Profit (Taxable)	5

Quick Add  Add

Action Items

	Action	Type	Due	St
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/23/2010 11:38:25	ACC
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/16/2010 13:48:12	ACC
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	08/01/2010 22:45:42	ACC
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/29/2010 11:55:12	ACC
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 14:27:23	ACC
<input type="checkbox"/>	<a href="#">Required Review</a>	Approval	07/19/2010 09:12:41	ACC

Last Visited

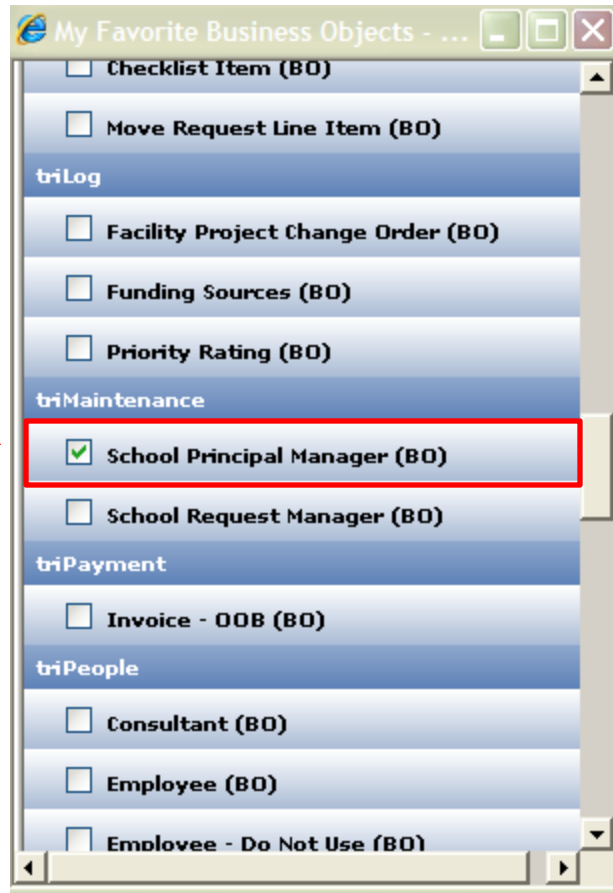
Approval	<a href="#">1024224 - Rental Contract-sn - test non-profit, 1000257-1024224</a>
Rental	<a href="#">sn - test non-profit,</a>

Notifications

Date	Subject
<input type="checkbox"/> 08/23/2010 11:38:27	<a href="#">sn - test non-profit, 1000257 Rental Contract with</a>
<input type="checkbox"/> 08/11/2010 10:00:14	A+ Markham, 1000252 Rental Contract with ID 10

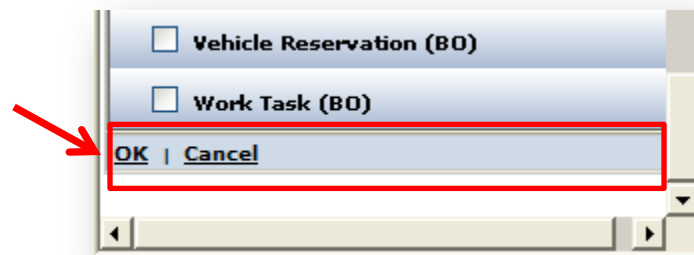
Before we look at Notifications and Action Items, we need to add 1 Quick Add link.  
Double click on "Add"

# Setting up your Quick Add links



When you double click on “Add” in your Quick Add section and you’ll see a menu called “My Favorite Business Objects” open up.

Scroll down to the “triMaintenance” section and put a check mark in front of School Principal Manager. Scroll down some more and then click “OK”



# School Principal Manager 1<sup>st</sup> tab

My School

School Name PALM BEACH CENTRAL HIGH School ID 2631

**All School Leases** Lessee Companies Space Calendar School Active Requests Completed Requests School Minor Projects

All School Leases

Export | 123 total found |

Contract Name	Lease ID	Date	Lessee Company	Lessee Type	Rental Status
<a href="#">Ice Cream Social Event for Presbyterian Girl Scouts</a>	<a href="#">LID - 2011 - 2631 - 1019</a>	<a href="#">08/23/2010</a>	<a href="#">Knoll Catering</a>	<a href="#">Commercial</a>	<a href="#">Draft</a>
<a href="#">sn - test interlocal</a>	<a href="#">LID - 2011 - 2631 - 1018</a>	<a href="#">08/23/2010</a>	<a href="#">Ray's after care</a>	<a href="#">Interlocal</a>	<a href="#">Issued</a>
<a href="#">sn - test non-profit</a>	<a href="#">LID - 2011 - 2631 - 1017</a>	<a href="#">08/23/2010</a>	<a href="#">Acreage Baptist Church</a>	<a href="#">Non-Profit (Non-Taxable)</a>	<a href="#">Review In Progress</a>
<a href="#">Another sample event</a>	<a href="#">LID - 2011 - 2631 - 1016</a>	<a href="#">08/16/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>
<a href="#">Sample Mon afternoon lease</a>	<a href="#">LID - 2011 - 2631 - 1015</a>	<a href="#">08/16/2010</a>	<a href="#">Sample Lessee Company</a>	<a href="#">Commercial</a>	<a href="#">Review In Progress</a>
<a href="#">Sample Mon a.m. event</a>	<a href="#">LID - 2011 - 2631 - 1014</a>	<a href="#">08/16/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>
<a href="#">Church of God</a>	<a href="#">LID - 2011 - 2631 - 1013</a>	<a href="#">08/11/2010</a>	<a href="#">Acreage Baptist Church</a>	<a href="#">Non-Profit (Non-Taxable)</a>	<a href="#">Cancelled</a>
<a href="#">A+ Markham</a>	<a href="#">LID - 2011 - 2631 - 1012</a>	<a href="#">08/11/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>
<a href="#">recurring reservation example</a>	<a href="#">LID - 2011 - 2631 - 1011</a>	<a href="#">08/09/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Draft</a>
<a href="#">Afternoon Demo</a>	<a href="#">LID - 2011 - 2631 - 1010</a>	<a href="#">08/09/2010</a>	<a href="#">Body Wellness Fitness &amp; Management, LLC</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>

**“All School Leases”**

= leases created by all staff who have log in rights.

# School Principal Manager 2<sup>nd</sup> tab

My School

School Name PALM BEACH CENTRAL HIGH School ID 2631

All School Leases **Lessee Companies** Space Calendar School Active Requests Completed Requests School Minor Projects

All School Leases

Export | 123 total found |

Contract Name	Lease ID	Date	Lessee Company	Lessee Type	Rental Status
<a href="#">Ice Cream Social Event for Presbyterian Girl Scouts</a>	<a href="#">LID - 2011 - 2631 - 1019</a>	<a href="#">08/23/2010</a>	<a href="#">Knoll Catering</a>	<a href="#">Commercial</a>	<a href="#">Draft</a>
<a href="#">sn - test interlocal</a>	<a href="#">LID - 2011 - 2631 - 1018</a>	<a href="#">08/23/2010</a>	<a href="#">Ray's after care</a>	<a href="#">Interlocal</a>	<a href="#">Issued</a>
<a href="#">sn - test non-profit</a>	<a href="#">LID - 2011 - 2631 - 1017</a>	<a href="#">08/23/2010</a>	<a href="#">Acreage Baptist Church</a>	<a href="#">Non-Profit (Non-Taxable)</a>	<a href="#">Review In Progress</a>
<a href="#">Another sample event</a>	<a href="#">LID - 2011 - 2631 - 1016</a>	<a href="#">08/16/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>
<a href="#">Sample Mon afternoon lease</a>	<a href="#">LID - 2011 - 2631 - 1015</a>	<a href="#">08/16/2010</a>	<a href="#">Sample Lessee Company</a>	<a href="#">Commercial</a>	<a href="#">Review In Progress</a>
<a href="#">Sample Mon a.m. event</a>	<a href="#">LID - 2011 - 2631 - 1014</a>	<a href="#">08/16/2010</a>	<a href="#">ABC LEARNING ACADEMY, INC.</a>	<a href="#">Commercial</a>	<a href="#">Issued</a>
<a href="#">Church of God</a>	<a href="#">LID - 2011 - 2631 - 1013</a>	<a href="#">08/11/2010</a>	<a href="#">Acreage Baptist Church</a>	<a href="#">Non-Profit (Non-Taxable)</a>	<a href="#">Cancelled</a>

## “Lessee Companies”

= all Lessee Company information in system entered by school staff at school centers throughout the District.