



Space Leasing News...

By Real Estate Services



SPRING 2011

VOL. 2 ISSUE 2



!!HELP DESK!!

1. **CREATE DRAFT & SAVE** before creating a reservation.

2. **PLEASE CHECK FIRST** to see if your Lessee is already in the system before adding a new record!

3. **ALWAYS USE THE LEGAL NAME** of the Lessee so that it matches the name on all documents.

4. **ACTIVATE ALL RESERVABLE SPACES** before starting a lease - otherwise, you won't find your rooms when you create your lease.

4. **DON'T ENTER LEASES FOR PAST EVENTS!** Remember that you can only create leases starting from tomorrow forward... if you have any questions, please call Rosa Dawson at PX 21946.



2011 TRIRIGA Upgrade



The Space Rental Software has been upgraded so that our users can enjoy additional functionality built into the newest version of TRIRIGA.

As soon as you click the TRIRIGA link on the District's "Employees" page, you are in your portal page. We are using a new way to log users into the system called "Single sign-on" or SSO. This allows users to gain access to all programs without being prompted to log in again at each of them. Eventually just about all enterprise software throughout the District will operate in this fashion.

The next thing you probably noticed was a very

small change in how we do a search for information in TRIRIGA. Instead of "hovering" over the filter, you can now type your search term right into the filter field - in fact, you can type any number of search terms in at the same time.

Another thing you will notice is that the "Print" tab is gone and has been replaced by a new tab called "Reports." Click on the tab and there will be a small delay while system generates the lease. Once you see the lease in the preview window, just click on the printer icon (upper left hand corner), then click on "export" in the pop-up window and you'll see that the report prints to a pdf,

which is almost the same way it worked before.

The technical team is working on getting the lease to print directly to your printer so that you can skip the pdf step, but we're not there yet.

Remember, the TRIRIGA tech team is here to help you. Should you experience any type of difficulty using the system, just email or call Rosa and she'll forward your email to the tech team. We can remote into your PCs so that we can see what you're seeing in order to help you.

**Thanks for your
patience & keep up
the great work!**

The screenshot shows the website header with navigation tabs for Students, Parents, Employees, and Community. The main content area is titled 'Employees' and includes a 'Services' column on the right. A callout box with a blue border and white background contains the following text:

Open up Internet Explorer and go to the School District web site. Then click on the "Employees" link and go the bottom of the "Services" column on the right-hand side. Click on TRIRIGA and it will take you directly to your home page.

The 'Services' column in the screenshot lists various links including PeopleSoft, CORE K12, eAgenda, Edline, EDW, HR Call Center, IT Service Desk, Learning Village, Password Reset, Self Service, Systems Alert, and Tririga. An arrow points to the 'Tririga' link at the bottom of the list.

There's a new way to search & sort in TRIRIGA



The new system upgrade offers Leasing Coordinators a much easier way to work in TRIRIGA!

The latest upgrade has brought our end-users many improvements, including being able to type search terms into the spaces above the columns. So, if you are looking for a contract name, a lease ID number, a Lessee Company, a

Lessee Type or a Rental Status, you can do so very easily. What you have to do is to type your search term into any filter box (where it says "Contains" and then press Enter on your keyboard. If you want to start a new search, just

select "Clear Filters" and you can start again. This should make finding information in the system much easier.

Also, you can sort on any column by hovering over the column header and then clicking on the header name.

My School Leases | Lessee Companies | Future Reservations | All School Leases | Reservable Spaces | All School Sp

My School Leases

1 / 2 | Export | 29 total found | Apply Filters | Clear Filters | Show More Filters

<input type="checkbox"/>	Contract Name	Lease ID	Date	Lessee Company ▲	Le
<input type="checkbox"/>	Grace Fellowship	Contains	More Than or Equals	Contains	Cont
<input type="checkbox"/>	ACT Testing	LID - 2011 - 0862 - 1002	09/06/2010	ACT Inc	Non-Tax
<input type="checkbox"/>	ACT Te	011 - 0862 -	10/06/2010		Non-
<input type="checkbox"/>			11/08/2010		tax
<input type="checkbox"/>			12/25/2011	ACT Inc.	Non-Tax
<input type="checkbox"/>			02/14/2011	American Cancer Society, Florida Division, Inc.	Non-Tax
<input type="checkbox"/>	Cristo Para Todas Las Naciones Inc.	LID - 2011 - 0862 -	11/01/2010	Cristo Para Todas Las Naciones Inc.	Non-Tax
<input type="checkbox"/>	Cristo Para Todas Las	LID - 2011 - 0862 -			Non-

Managing Lessee Companies is important!

When a leasing coordinator gets a call from a prospective Lessee, one of the first things that has to be done is to start to gather all of the contact information and the required documents. Ask your lessee to scan and then email you their required documents so that you don't have to spend your time scanning documents for them. Often-times, lessee companies

may do business with more than one school, so please CHECK first BEFORE you enter a new Lessee into the system. Don't forget to ask the lessee if they have already leased from the School District before. If you don't check first, you may end up creating a duplicate for a group that already exists in the system, which causes lots of problems. Use the new search capa-

bility (explained above) to find out if the lessee company has already been created. Also, try to collect all required documents from the lessee BEFORE you create the lease. It doesn't make sense to spend time creating a lease if the lessee can't provide the necessary paperwork. Remember: it's up to all of us to ensure that documentation is accurate & current!



Remember that you need to check the system BEFORE you enter a new Lessee Company - it's really just like a rolodex!

Redesign finished for Labor & Recurring Reservations!

Costs			TOTALS		WAIVER
COST ITEM	HOURS	RATE			
Space Type	Classroom	1	\$35.00	A. Space Cost	\$35.00
Tax		6		B. Total Taxes (A * Tax Rate)	\$2.10
Exterior Lighting	<input type="text" value="0"/>	\$0.00		C. Exterior Lighting Cost	\$0.00
Labor				D. Event Insurance Cost	<input type="text" value="\$0.00"/>
				E. Total Labor Cost	\$424.50
				F. Total Rental Cost (A+B+C+D+E)	\$461.60
				G. Total W...	\$0.00
				H. Effective Rental Cost (F-G)	\$461.60

When you select labor categories, you will no longer have to enter the number of hours for each person. Instead, you'll find that the system has been redesigned to default to the start and end time of the event. If you need to change the date or time, you can just click in the box and edit those numbers in the date and time field.



Position	Rate	Planned Start	Planned End	Working Hours	Total Cost
School Police Officer	\$43.00	04/16/2011 11:00:00	04/16/2011 13:30:00	2 Hour(s) 30 Minute(s)	\$107.50
Lease Coordinator	\$40.00	04/16/2011 11:30:00	04/16/2011 13:30:00	2 Hour(s)	\$80.00
Custodian	\$33.00	04/16/2011 10:00:00	04/16/2011 14:00:00	4 Hour(s)	\$132.00
ITSA	\$35.00	04/16/2011 10:00:00	04/16/2011 13:30:00	3 Hour(s) 30 Minute(s)	\$127.50

Required: Select the Recurrence pattern for this Reservation. When complete select the 'Next' action.

Event Info

* Reservation Start Date: 04/12/2011 12:32:59

* Meeting Duration: 1 Hour(s)

FISH Facility Number: 182

School Facility: Palm Beach

Select an Occurrence Type

* Recurrence Pattern Type: DAILY WEEKLY MONTHLY YEARLY

Select the Reservation End Criteria

End After End Date

End Date: 05/12/2011

Complete

You will still click "Complete" when finished adding rooms & labor.



Weekly Recurrence

Every Week(s) On

Sunday Monday Tuesday Wednesday Thursday Friday

Now you will be able to select as many spaces and labor categories as required for your recurring reservations **at the same time**. We have also added **Custodian 1, Custodian 2, Custodian 3, School Police 1, School Police 2**, etc. to allow you to add more than one of each labor category, if necessary. You can still make changes later as you would normally.

Building	Floor	Space	Rate Type	Area	Comme Rate
2	01	132	Classroom	2290 square-feet	\$1
2	01	121	Band Choral Room	2637 square-feet	\$1
3	01	101	High School Cafeteria without Kitchen	10081 square-feet	\$1

Hourly Rate	Name	Status
<input checked="" type="checkbox"/>	\$33.00 Custodian 2	Active
<input checked="" type="checkbox"/>	\$33.00 Custodian 3	Active
<input type="checkbox"/>	\$33.00 Custodian 4	Active
<input type="checkbox"/>	\$33.00 Food Service Assistant 2	Active
<input type="checkbox"/>	\$43.00 School Police Officer 2	Active
<input type="checkbox"/>	\$43.00 School Police Officer 3	Active

Printing in TRIRIGA

It looks a little bit different, but works about the same way as before

The screenshot shows the TRIRIGA interface with tabs for General, Notification, Notes & Documents, Payments, and Reports. The main content area displays a lease document from THE SCHOOL DISTRICT OF PALM BEACH COUNTY. A security warning dialog box is overlaid on the document, asking "Do you want to install this software?" for "Crystal Print Control" by "Business Objects Americas". The dialog includes an "Install" button and a "Don't Install" button. A red arrow points to the "Install" button.

Internet Explorer - Security Warning

Do you want to install this software?

Name: **Crystal Print Control**

Publisher: **Business Objects Americas**

More options

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

The screenshot shows the TRIRIGA interface with the 'Reports' tab selected. A red arrow points to the 'Reports' tab with the text "This replaces the old tab Print Preview". Another red arrow points to a printer icon in the toolbar with the text "Click on the printer icon". A 'Print to PDF' dialog box is open, showing options for "Page Range" (All Pages selected) and "Print to PDF" instructions. A red arrow points to the "Export" button in the dialog box with the text "Then make your selection & click on 'Export'". A cloud-shaped callout contains the text "The lease will open up Adobe and create a pdf - the lease should be in the correct format".

General Notification Notes & Documents Payments **Reports**

This replaces the old tab Print Preview

Click on the printer icon

Then make your selection & click on "Export"

The lease will open up Adobe and create a pdf - the lease should be in the correct format

Print to PDF

Page Range:

All Pages

Select Pages

From: To:

Print to PDF:

The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened.

Note: You must have a PDF reader installed to print. (eg. Adobe Reader)