Admin Site
How do I create/edit sites/resources?

Navigate to setup->scheduling->site management to create new sites. Sites are where you place your resources. Sites that you have already created will be listed here.

Click add site to fill out the form to create a new site.

Next, you want to create resource types. Navigate to setup->scheduling->resource types. Any resource types that you created will be listed here.

Click add resource type button to add a new resource.

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Resource Types

Name	
Schedule Type	Concession - Parent ▾
Schedulable	○ Yes ○ No

Save

Fill out the form that appears then click save.

Add Resource **Resource Types**

My Resources

Gym:

Breaker Dome 1	Edit	Delete
Breaker Dome 2	Edit	Delete
Small Gym	Edit	Delete
Large Gym	Edit	Delete

Volunteer:

Snack Bar	Edit	Delete
New Resource	Edit	Delete
Gym Helper	Edit	Delete
Sunday Clean Up Crew	Edit	Delete
Picture Day Helper	Edit	Delete
Magazine Cover Sales	Edit	Delete

Non Local Resources

Non Affiliated   Add Resource

The resources that you have created will appear here under their resource type. You can add a resource to these list by clicking the add resource button. Fill out the form that appears below.

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Create New Resource

Resource Name:		Site:	Park ▼
		Primary Timeslot Group:	Unselected ▼
Using Imported Timeslots: ☐		Usage Fee:	0.00 Per Hour ▼
Affiliation:	None ▼	Abbreviation:	
Resource Order:	0.00	Resource Capacity:	1
Remote Confirm:	○ Yes ⦿ No	Practice Type:	None ▼
Practice Time Slot:	Use Primary ▼	Practice Capacity:	1
Charge for Resource:	○ Yes ⦿ No	Resource Cost:	0.00

Save **Cancel**

That is all it takes to create sites/resources.
Unique solution ID: #1107
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Last update: 2015-12-18 15:32