

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.

[Add Site](#)

My Sites

Dana Middle School

[Edit](#)

[Delete](#)

Aviation Gym

[Edit](#)

[Delete](#)

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

Create New Resource

Site Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone #:

Affiliation:

Memo:

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

[Add Resource Type](#)

Gym

[Edit](#)

[Delete](#)

Volunteer

[Edit](#)

[Delete](#)

Click add resource type button to add a new resource.

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Resource Types

| | |
|-------------------------------------|--|
| Name | <input type="text"/> |
| Schedule Type | Concession - Parent ▾ |
| Schedulable | <input type="radio"/> Yes <input type="radio"/> No |
| <input type="button" value="Save"/> | |

Fill out the form that appears then click save.

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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Resources Management

Create New Resource

| | | | |
|---------------------------|---|-------------------------|---|
| Resource Name: | <input type="text"/> | Site: | <input type="text" value="Park"/> |
| Using Imported Timeslots: | <input type="checkbox"/> | Primary Timeslot Group: | <input type="text" value="Unselected"/> |
| Affiliation: | <input type="text" value="None"/> | Usage Fee: | <input type="text" value="0.00"/> <input type="text" value="Per Hour"/> |
| Resource Order: | <input type="text" value="0.00"/> | Abbreviation: | <input type="text"/> |
| Remote Confirm: | <input type="radio"/> Yes <input checked="" type="radio"/> No | Resource Capacity: | <input type="text" value="1"/> |
| Practice Time Slot: | <input type="text" value="Use Primary"/> | Practice Type: | <input type="text" value="None"/> |
| Charge for Resource: | <input type="radio"/> Yes <input checked="" type="radio"/> No | Practice Capacity: | <input type="text" value="1"/> |
| | | Resource Cost: | <input type="text" value="0.00"/> |

That is all it takes to create sites/resources.

Unique solution ID: #1107

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Last update: 2015-12-18 15:32