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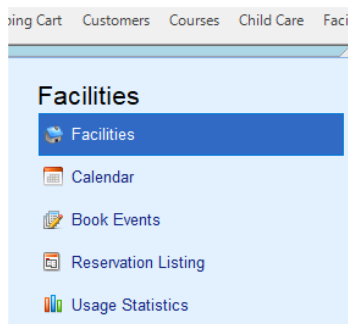


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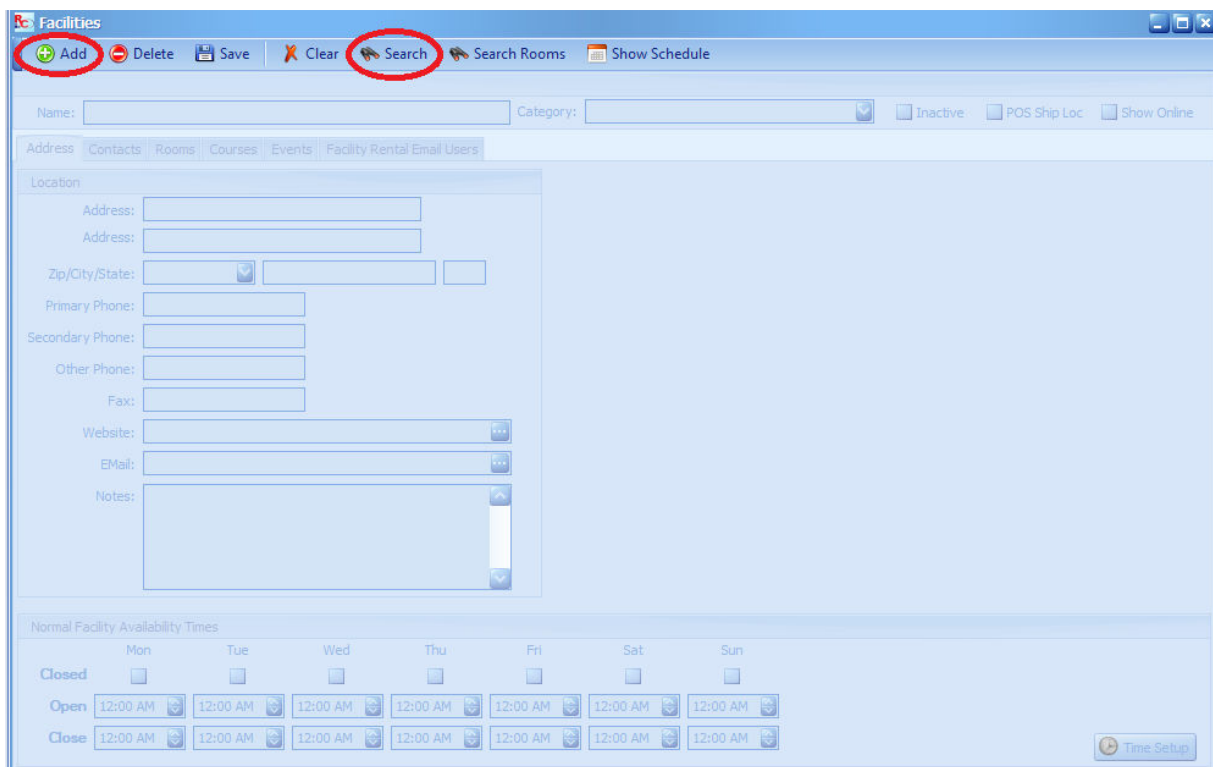
Facilities Module

Facilities and their rooms need to be setup first before user can assign where a course is being held at. It also needs to be setup prior to scheduling rentals or child care activities.

From the main menu, select **Facilities > Facilities**



The **Facilities** screen will display; select the **Add** button which enables the screen so that a new facility can be added to the database or select the **Search** button to locate a record.

A screenshot of the 'Facilities' screen. The title bar says 'Facilities'. The menu bar includes: Add (circled in red), Delete, Save, Clear (circled in red), Search Rooms, and Show Schedule. Below the menu bar, there are input fields for 'Name:' and 'Category:'. There are also checkboxes for 'Inactive', 'POS Ship Loc', and 'Show Online'. Below these are tabs for 'Address', 'Contacts', 'Rooms', 'Courses', 'Events', 'Facility Rental', and 'Email Users'. The 'Address' tab is selected, showing a 'Location' section with fields for Address, Zip/City/State, Primary Phone, Secondary Phone, Other Phone, Fax, Website, EMail, and Notes. At the bottom, there is a 'Normal Facility Availability Times' section with a table for days of the week (Mon-Sun) and times (Open, Close). A 'Time Setup' button is at the bottom right.




Type the **Facility Name** and select the **Category** using the drop down menu. Check **Inactive** to hide record without deleting from the database. Check **POS Ship Loc** if this facility is a Point of Sales Shipping Location. Check box **Show Online** to allow facility to be viewed on the website.

Address Tab

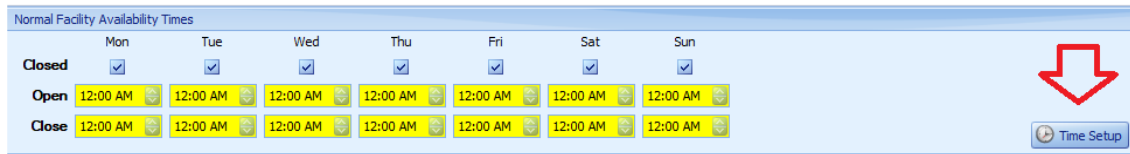
Type the **Zip Code**, press the tab key and **ReCPro™** will automatically fill in the **City** and **State**.

Type the **Address**, **Zip Code**, **Primary Phone**, **Secondary Phone**, **Other Phone** (if applicable), **Fax**, **Website**, **Email** and **Notes** in the fields respectively.

ReCPro™ is designed with a built-in zip code table. Click  button to open **Zip Codes Lookup** to scroll through the list. Cities are in alphabetical order. A new zipcode can be enter in the system default (see the *User Manual_Admin Module* for details).

Zip	City	State
48035	Clinton Township	MI
48036	Clinton Township	MI
48037	Southfield	MI
48038	Clinton Township	MI

Normal Facility Availability Times

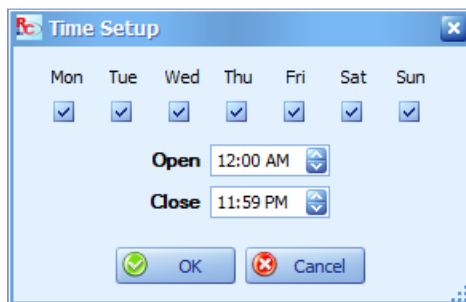


Normal Facility Availability Times

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Open	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
Close	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM

Time Setup

The systems default settings have the facility **Closed** each day of the week. Uncheck the box and the **Open** and **Close** time fields will be enabled.



Time Setup

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Open 12:00 AM

Close 11:59 PM

OK Cancel

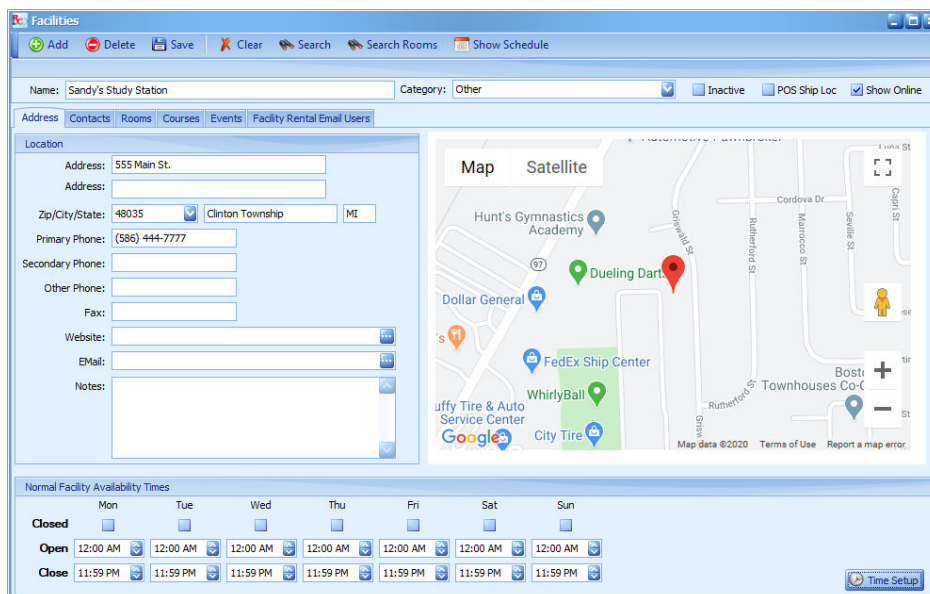
Or click the **Time Setup** button for setting up multiple days that have the same open/close times.

Time Setup screen displays; check the days of the week and the open/close time. Click **OK** button.

Navigation Tips for Setting the Time Fields

12:00 AM Navigate to the time field using the **tab** key. This will completely highlight the field. Type the hour, press the **space bar** or **colon** on the keyboard once; this will move the cursor to the minutes. Type the minutes, press the **space bar** or **colon** once and either leave the default set to AM or type "P" for PM. **Tab** to the next field.

After entering the data in the applicable fields, click **save** button; this will generate the map and pin point the location.



Facilities

Add Delete Save Clear Search Search Rooms Show Schedule

Name: Sandy's Study Station Category: Other Inactive POS Ship Loc Show Online

Address Contacts Rooms Courses Events Facility Rental Email Users

Location

Address: 555 Main St.

Address:

Zip/City/State: 48035 Clinton Township MI

Primary Phone: (586) 444-7777

Secondary Phone:

Other Phone:

Fax:

Website:

Email:

Notes:

Map **Satellite**

Hunt's Gymnastics Academy

Dollar General

FedEx Ship Center

WhirlyBall

City Tire

Dueling Dart

Cordova Dr

Rutherford St

Maplewood St

Seville St

Clinton St

Boston

Townhouses Co-C

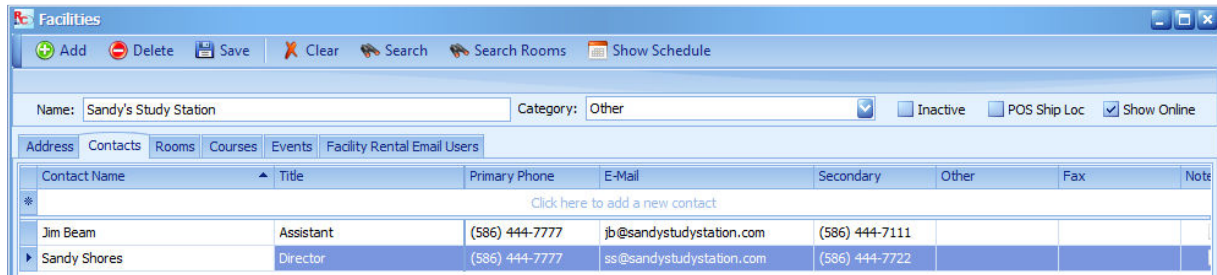
Map data ©2020 Terms of Use Report a map error

Normal Facility Availability Times

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
Close	11:59 PM	11:59 PM	11:59 PM	11:59 PM	11:59 PM	11:59 PM	11:59 PM

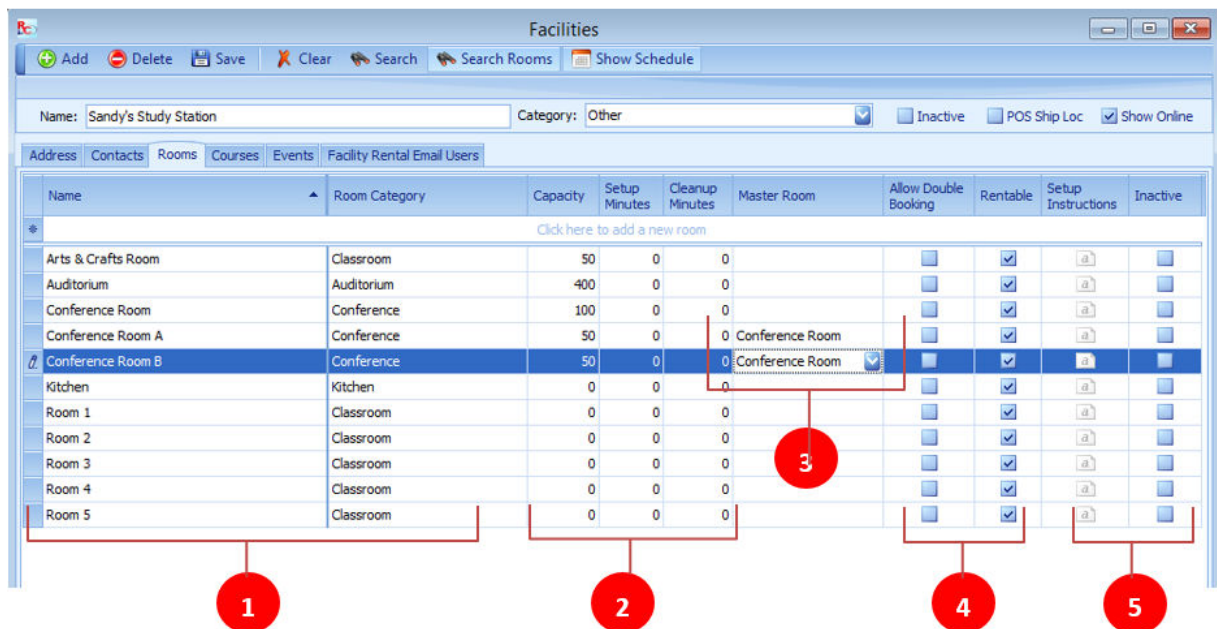
Time Setup

Contacts Tab



Type the **Contact Name**, **Title**, **Primary phone**, **E-Mail** address, and **Secondary** phone, **Other**, **Fax**, **Notes** and check the box if this is the **Primary** contact.

Rooms Tab



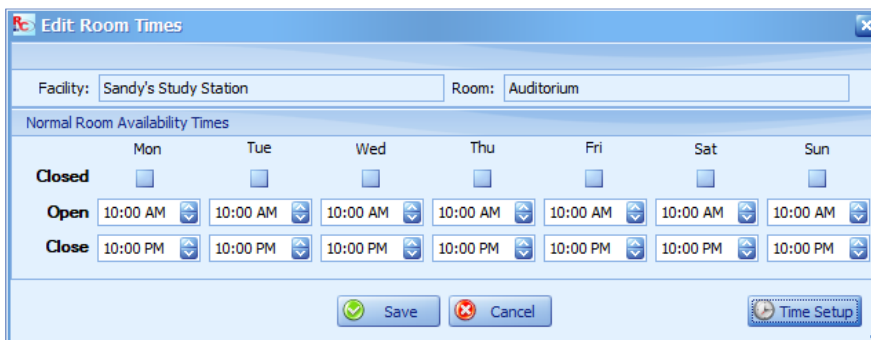
1. Enter the **Name** and select **Room Category** from the pick list. These 2 fields are required in order to save the record.
2. Enter numeric values in **Capacity** (for online rentals / requests head count cannot exceed this number), **Setup Minutes** and **Cleanup Minutes** (no rates are calculated).
3. **Master Room** is defined as a room that can be divided into smaller rooms for use.
 - In this example, there is a room called **Conference Room** but it can be divided into two rooms, **Conference Room A** and **Conference Room B**.
 - **Conference Room** is selected as the **Master Room** from the pick list in both **Conference Room A** and **Conference Room B**, indicating a parent-child relationship in the software tables.

- It is critical that a **Master Room** is attached to the two smaller rooms to prevent **ReCPro™** from double booking in the calendar. This means if **Conference Room A** is booked for a specific date/time, the user will not be able to book the **Conference Room (Master Room)** for that exact same date/time because a part of it is already booked. Alternately if the **Conference Room (Master Room)** is booked, then the user will not be able to book **Conference Room A** or **Conference Room B** during the exact same date/time.
- If applicable, check the box to **Allow Double Booking** (example: a pool may be used for multiple classes) and **Rentable** if the room is used for rentals. This checkbox also activates the **Room Rental Option** button to enter more details used for rentals.
 - The **Setup Instructions** is a note field used for instructions to maintenance departments. It will print in schedule reports and display on calendar (example: put out extra trash containers). Checkbox **Inactive** to hide room record when creating a rental and searching available rooms without deleting from database.

Edit Room Times, Room Rental Options and Copy Room

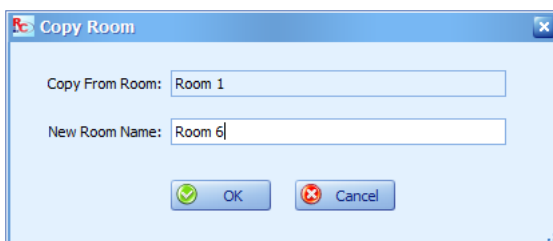


Edit Room Times – From the navigation toolbar, found at the bottom left side of the screen, click **Edit Room Times** button; the screen displays. **Edit Room Times** is mapping from the **Address** tab where the **Normal Facility Availability Times** has been set up as a default. Use this button to change a specific room's **Open** and **Close** time. Use '**Time Setup**' button to change multiple days at one time. (Refer to 'Navigation Tips for Setting Time Fields')



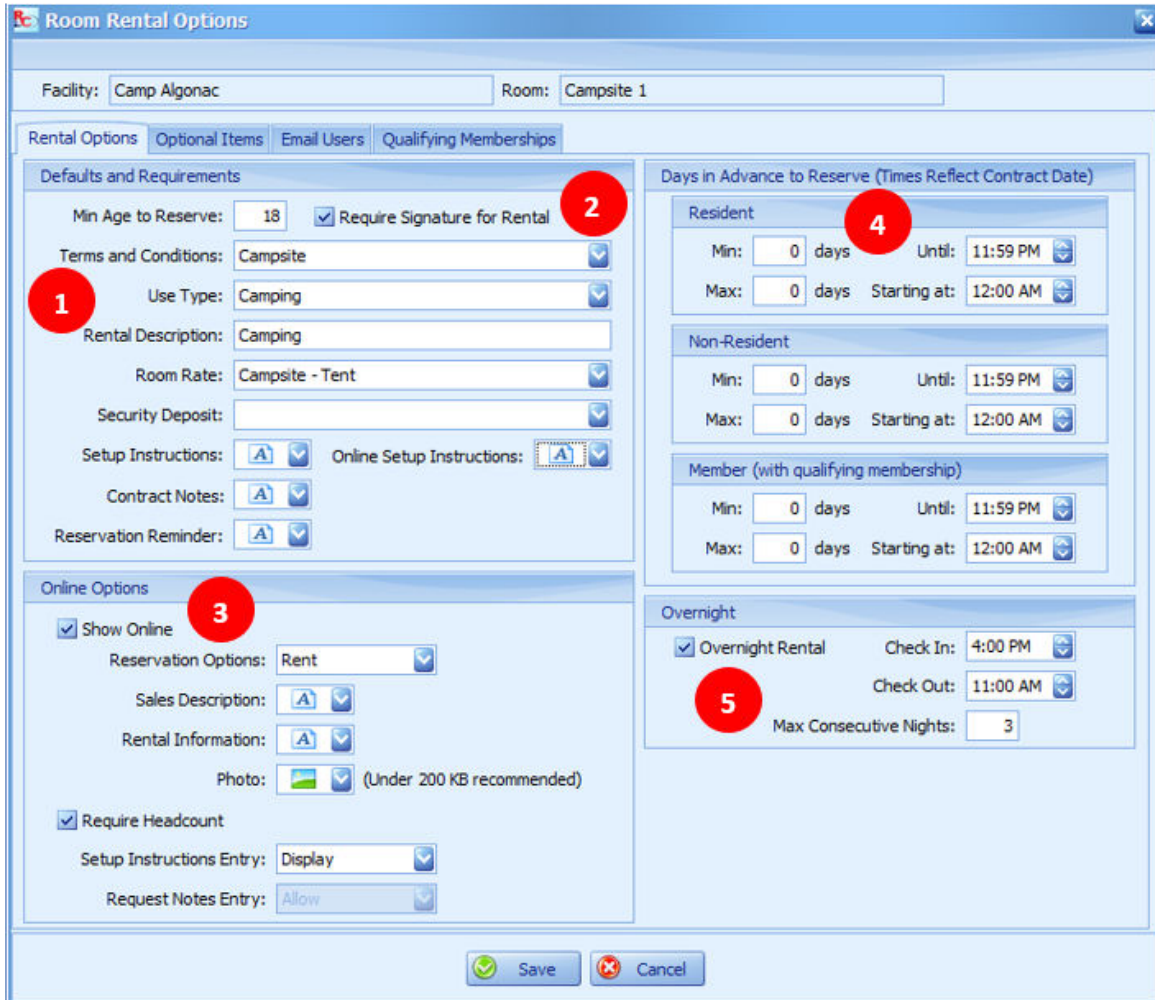
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
Close	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM

Copy Room – highlight the room you wish to copy, click **Copy Room** button. Enter the **New Room Name** in text field.



Click **Ok** button. **ReCPro™** will copy the exact data including details in **Room Rental Options** and **Room Times**.

Room Rental Options – click this button to setup details for **Rental Options**, **Optional Items**, **Email Users**, and **Qualifying Memberships** (if applicable).



The screenshot shows the 'Room Rental Options' window for 'Camp Algonac' and 'Campsite 1'. The 'Rental Options' tab is selected. The 'Defaults and Requirements' section includes fields for 'Min Age to Reserve' (18), 'Terms and Conditions' (Campsite), 'Use Type' (Camping), 'Rental Description' (Camping), 'Room Rate' (Campsite - Tent), 'Security Deposit', 'Setup Instructions', 'Contract Notes', and 'Reservation Reminder'. The 'Online Options' section includes 'Show Online' (checked), 'Reservation Options' (Rent), 'Sales Description', 'Rental Information', 'Photo', 'Require Headcount' (checked), 'Setup Instructions Entry' (Display), and 'Request Notes Entry' (Allow). The 'Days in Advance to Reserve' section has 'Resident' and 'Non-Resident' options, both with 'Min' and 'Max' days set to 0. The 'Overnight' section has 'Overnight Rental' checked, 'Check In' at 4:00 PM, 'Check Out' at 11:00 AM, and 'Max Consecutive Nights' set to 3. Red circles with numbers 1 through 5 highlight the following fields: 1. Use Type, 2. Require Signature for Rental, 3. Show Online, 4. Resident Min/Max days, 5. Overnight Rental checkbox.

Rental Options tab

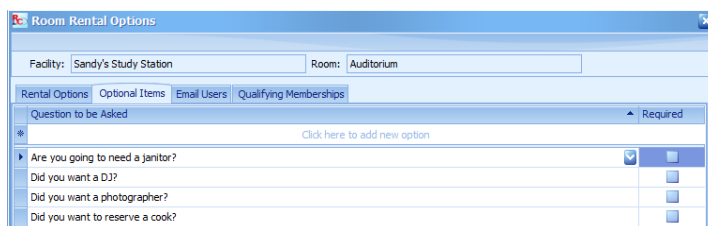
1. This section is for room defaults and setups.
 - Enter the **Minimum Age to Reserve** (optional)
 - From the pick lists select **Terms & Conditions**, **Room Rate**, **Security Deposit** (if applicable). **Use Type** and **Rental Description** can be setup now as a default or selected when creating rental.
 - **Setup Instructions** will display on the calendar and print on the Facility Schedule Report (example: put out extra trash containers in lobby).
 - **Online Setup Instructions** will display for the customer during online facility rental or request, and it will also print on the Facility Schedule Report.
 - **Contract Notes** that apply to the specific room and will print on the contract (example: no food allowed in auditorium; pick up the key 24 hours in advance).
 - **Reservation Reminder** is an in-house staff reminder only and does not print on reports.



2. Check box for **Require Signature for Rental** (optional). This feature works with online rentals and requests. It will require an electronic signature from the customer before they can continue with rental payment or submitting rental request. The desktop version will display the signature and date signed after the rental has been created, and captures the signed by information in shopping cart.
3. **Online Options**
 - Check box for **Show Online** and then select one of 3 choices for **Online Reservation Options**:
 - **None** (will display room only but no rental or request online permitted),
 - **Request** (requires staff approval before rental can be added to the calendar and payment made), or
 - **Rent** online (requires NO staff approval, customer adds to the calendar and makes payment in full in checkout screen).
 - **Sales Description** is a text field to describe the details about the room and any amenities, benefits, etc. (*Example: The ReCPro Pavilion was built in 1995 and is a great venue to host family reunions, birthday parties or general gatherings for up to 50 people. There are 8 picnic tables and a barbeque grill available at this location.*)
 - **Rental Information** is a text field to enter details about renting the room and any additional information, instructions or warnings and will display online. (*Examples: "Additional fees may apply if your guests' park on the lawn. You may also lose your security deposit" or "Parking is adjacent to the building"*).
 - **Photo** is a way to upload a jpeg photo of the room at the facility. Click arrow to open box, right mouse click, menu displays, select 'load', it will become a browser to user network.
 - **Require Headcount** – check box if this is a required field for your rentals.
 - **Setup Instruction Entry** – user can customize this field; select:
 - **Hide** – the setup instructions will not display online
 - **Display** – the setup instruction field will show online but the customer will not be allowed to type in the field.
 - **Allow** – the setup instructions will show online and the field is open for your customer to type in the field but not required.
 - **Required** – the setup instruction field will require the customer to respond in the field.
 - **Request Notes Entry** – this feature only works with rental requests online.
4. **Days in Advance to Reserve (Times Reflect Contract Date)** – Use this feature to create date/time restriction.
 - **Min x days until x time** means 'how much advance notice does the office staff need?'
 - Example: 2 days advance notice until 5:00pm when the office closes. So if today is July 8 before 5:00pm, the earliest date the customer could get the rental is for July 10. After 5:00pm, earliest date would be July 11.
 - **Max x days starting at x time** means 'customer is restricted advance registration'
 - Example: 7 days advance notice starting at 12:00pm. So if today is July 8 before 12:00pm, customer could rent on or before July 14. Starting at 12:00pm, rentals would be accepted for July 15.
 - Enter by **resident**, **non-resident** and **membership** (if applicable).

5. **Overnight** – Check box for **Overnight Rentals**, enter **begin / end time** and enter **maximum consecutive nights**.
 - If the room only allows overnight rentals, then check the box labeled **Overnight Rental**. When selected, user will need to specify the **Check In** time for the initial rental date and a **Check Out** time for the last rental date. The check in time must be after the checkout time. User must enter the **Max Consecutive Nights**, which indicates how many consecutive nights a family can rent the room. This is helpful because it will prevent the same person from renting the facility for a long period of time and not allowing other people to rent the facility. It applies to any members of the same family and searches through multiple rentals.

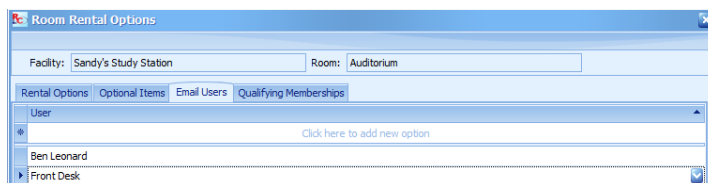
Optional Items tab



Select from the pick list, optional items available as part of the room rental. If the rental option must be applied to the room rental, click checkbox **Required**.

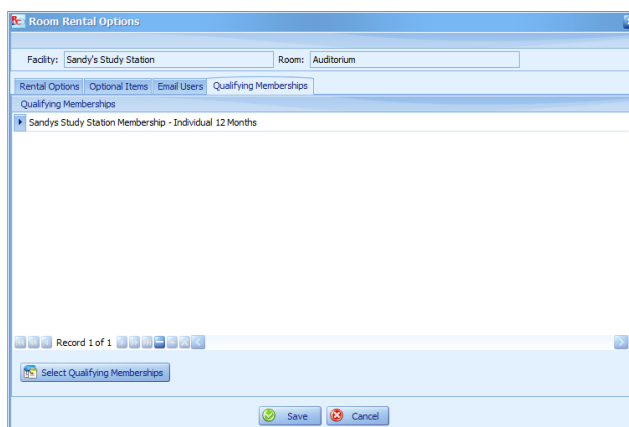
Note: if Required is checked, it cannot be overwritten in desktop version either. Click **Save** button.

Email Users tab



Select email user names (optional) from the pick list to send an email notification to user when a facility request comes in from the online version.

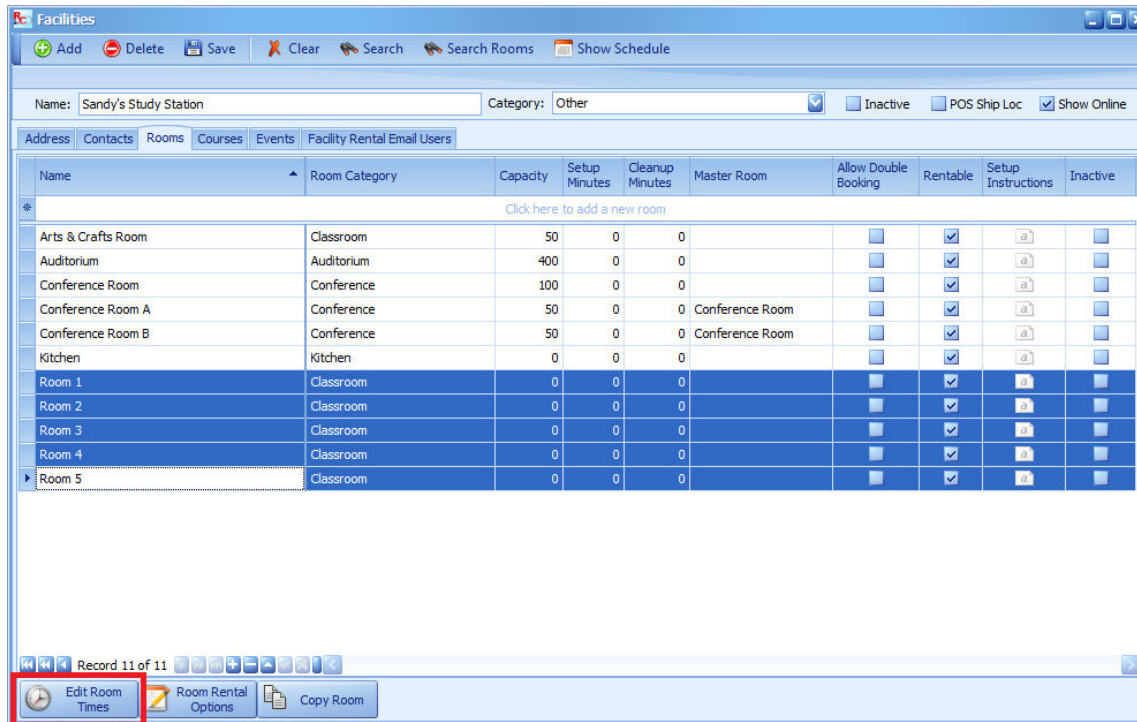
Qualifying Memberships tab



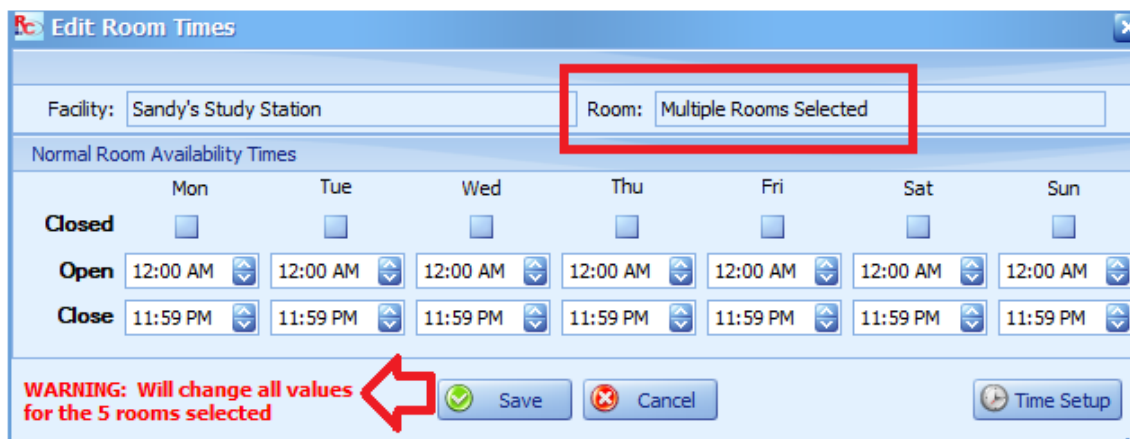
Click **Select Qualifying Memberships** button to create a verification that the room can only be rented if the customer has a specific membership. Example: Tennis Membership to rent tennis court.

Multiple Edit Room Times & Room Rental Options

By holding down the control key on your keyboard, you can select several rooms and **Edit Room Times** or **Room Rental Options** at one time.



In this example, 5 rooms have been selected; click **Edit Room Times** button, pop up window displays current times. Notice the Room says '**Multiple Rooms Selected**' and in the lower left corner states '**WARNING: will change all values for the 5 rooms selected**'.



In this example, 5 rooms have been selected; click **Room Rental Options** button, pop up window displays current options. Notice the Room says '**Multiple Rooms Selected**' and in the lower right corner states '**WARNING: will change all values for the 5 rooms selected**'.



Select multi-rooms and click **Room Rental Options** button to change for all selected rooms.

The 'Facilities' window displays a table of rooms for 'Sandy's Study Station'. The table includes columns for Name, Room Category, Capacity, Setup Minutes, Cleanup Minutes, Master Room, Allow Double Booking, Rentable, Setup Instructions, and Inactive. Room 5 is selected. The 'Room Rental Options' button is highlighted with a red box.

Name	Room Category	Capacity	Setup Minutes	Cleanup Minutes	Master Room	Allow Double Booking	Rentable	Setup Instructions	Inactive
Click here to add a new room									
Arts & Crafts Room	Classroom	50	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Auditorium	Auditorium	400	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Conference Room	Conference	100	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Conference Room A	Conference	50	0	0	Conference Room	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Conference Room B	Conference	50	0	0	Conference Room	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Kitchen	Kitchen	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Room 1	Classroom	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Room 2	Classroom	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Room 3	Classroom	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Room 4	Classroom	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Room 5	Classroom	0	0	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

The 'Room Rental Options' window is shown with the 'Room' field set to 'Multiple Rooms Selected'. The 'WARNING' message at the bottom states: 'WARNING: Will change all values for the 5 rooms selected'. A red arrow points to this message.

Facility: Sandy's Study Station Room: Multiple Rooms Selected

Rental Options | Optional Items | Email Users | Qualifying Memberships

Defaults and Requirements

Min Age to Reserve: 21 ☒ Require Signature for Rental

Terms and Conditions: General Sale Terms

Use Type:

Rental Description:

Room Rate: Sandy's Rate \$3.33

Security Deposit: Room Deposit

Setup Instructions: Online Setup Instructions:

Contract Notes:

Reservation Reminder:

Online Options

☒ Show Online

Reservation Options: Request

Sales Description:

Rental Information:

Photo: (Under 200 KB recommended)

☒ Require Headcount

Setup Instructions Entry: Display

Request Notes Entry: Allow

Days in Advance to Reserve (Times Reflect Contract Date)

Resident

Min: 2 days Until: 11:59 PM

Max: 90 days Starting at: 12:00 AM

Non-Resident

Min: 2 days Until: 11:59 PM

Max: 90 days Starting at: 12:00 AM

Member (with qualifying membership)

Min: 0 days Until: 11:59 PM

Max: 0 days Starting at: 12:00 AM

Overnight

☐ Overnight Rental Check In: 12:00 AM

Check Out: 12:00 AM

Max Consecutive Nights: 0

WARNING: Will change all values for the 5 rooms selected

Save Cancel



Courses Tab

The screenshot shows the 'Facilities' window with the 'Courses' tab selected. The 'Name' field is 'Sandy's Study Station' and the 'Category' is 'Other'. The 'Inactive' checkbox is unchecked, 'POS Ship Loc' is unchecked, and 'Show Online' is checked. The 'Courses' tab is highlighted with a red box. Below the tabs is a table with the following data:

Season	Year	Number	Title	Rooms
Summer	2020	10004	Learn Computer Basics	Room 1
Winter	2018	10004	Learn Computer Basics	Room 1
Fall	2017	10004	Learn Computer Basics	Room 1
Spring	2017	1002-ART-2	Pottery for Beginners	Arts & Crafts Room

As the facility rooms begin to get scheduled through the **Course** module, **ReCPro™** automatically maps data to this screen to quickly view data related to the facility selected.

Events Tab

The screenshot shows the 'Facilities' window with the 'Events' tab selected. The 'Name' field is 'Sandy's Study Station' and the 'Category' is 'Other'. The 'Inactive' checkbox is unchecked, 'POS Ship Loc' is unchecked, and 'Show Online' is checked. The 'Events' tab is highlighted with a red box. Below the tabs is a table with the following data:

Title	Use Type	Begin Date	End Date	Rooms
Senior Tax Day		4/9/2020	4/9/2020	Room 3
Senior Tax Day		1/17/2018	1/31/2018	Room 1
Sandy Appointment Setter		3/17/2017	3/17/2017	Room 3
Sandy Friday		3/17/2017	3/17/2017	Room 1

As **Events** are booked through **Book Events** feature where there is no customer record, no cost or contract needed, **ReCPro™** automatically displays data to this screen to quickly view data related to the facility selected.

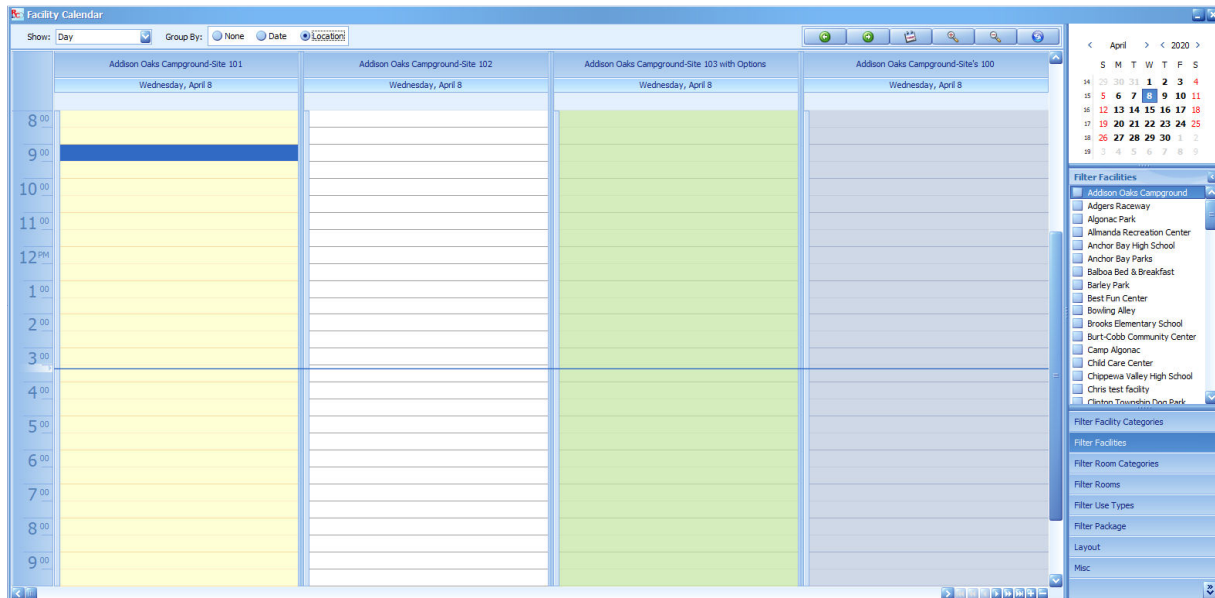
Facility Rental Email Users Tab

The screenshot shows the 'Facilities' window with the 'Facility Rental Email Users' tab selected. The 'Name' field is 'Sandy's Study Station' and the 'Category' is 'Other'. The 'Inactive' checkbox is unchecked, 'POS Ship Loc' is unchecked, and 'Show Online' is checked. The 'Facility Rental Email Users' tab is highlighted with a red box. Below the tabs is a form with a 'User' field. The field contains a dropdown menu with 'Sandra Witkowski' selected. Above the dropdown is a link that says 'Click here to add a new user'.

If using online rental requests, user may set up the email notification for individual users at the facility level. Click **arrow** for pick list and **select user**, then **Save** button.

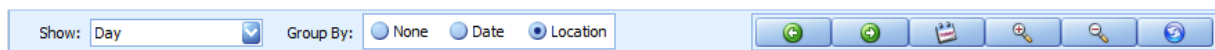
Calendar







From the main menu, select **Facilities > Calendar**, the **Calendar** screen will display to Today's date.

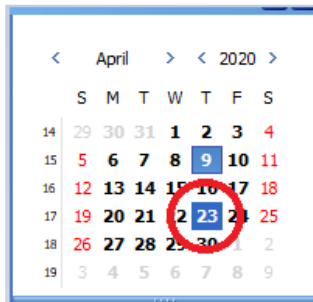


Calendar Navigation Toolbar

To change the view of the calendar, click the **Show** field to select from **Day**, **Week**, **Month**, **Work Week** or **Time Line**. **Group By** select the radio button **None**, **Date** or **Location** which changes the view of the calendar.

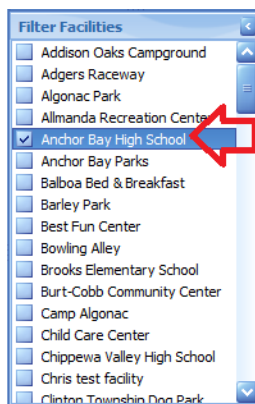


-  **Back Arrow** button moves calendar back one day
-  **Forward Arrow** button advances calendar by one day
-  **Today** button takes user to Today's date
-  **Zoom In** button scales up to display more content
-  **Zoom Out** button scales down to display a broader view
-  **Refresh** button will populate any updates since the last time calendar was opened

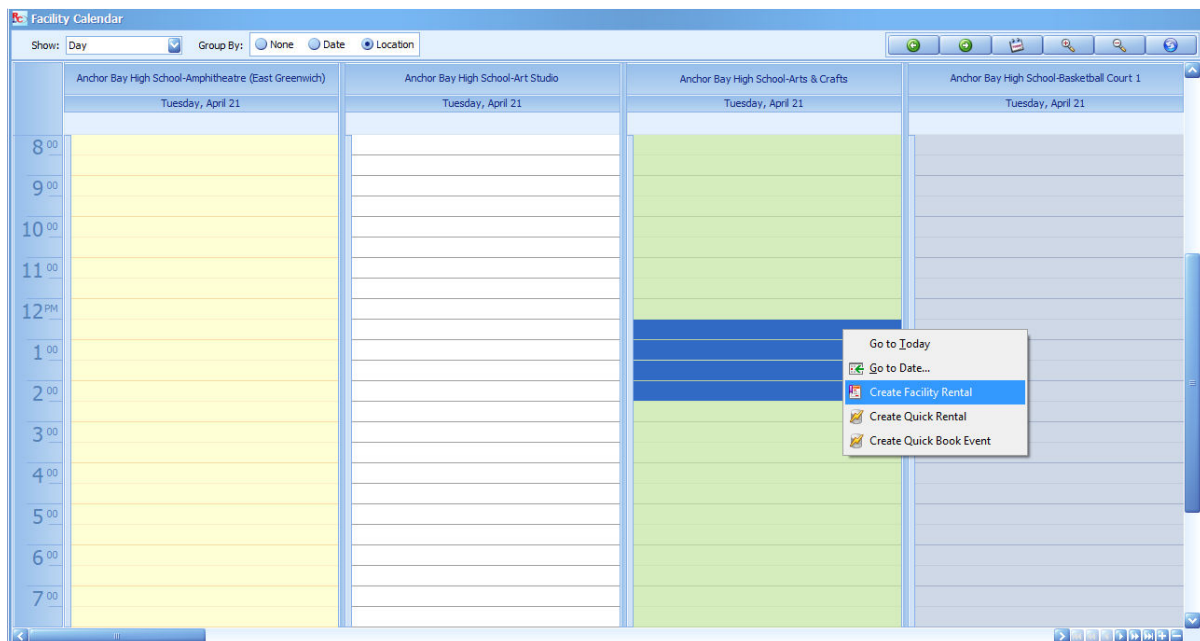


Click on a **specific calendar date** to jump to that date on the facility calendar.

Use the **various filter tools** to narrow down calendar view



User can highlight the time and then right mouse click; select **Create Facility Rental** or **Create Quick Rental**. **ReCPro™** will bring up the facility reservation program.





Create Rental

From the main menu, go to **Facilities > Rentals > Create Rental**

The screenshot shows the 'Create Rental' application window with four steps:

- Step 1 - Select Customer:** Fields for Company Name, Customer, Address, City / State / Zip, E-Mail, and Phone. Buttons for 'Find Customer' and 'Edit Customer'.
- Step 2 - Fill Out Rental Information:** Fields for Permit, Date (4/9/2020), Use Type, Description, Status (Tentative), and Reason.
- Step 3 - Setup Location / Package and Dates:** Fields for Type (Room Rental), Location, Terms & Conditions, Room Rate, Sec Deposit, Capacity, Setup Min, Cleanup Min, Sec Deposit Billing Options (Due Date, Amount, One Time, Each Date), and a section for Select Dates and Times (Single/Recurring, Begin/End Dates/Times, Head Count, Recurring Options).
- Step 4 - Review Rental:** A summary section on the right with fields for Rental Fees, Sec Dep, Tax (\$0.00), Rental Total, Total Hours, Total Rooms, Total Packages, and Total Days. Buttons for 'Clear Location/Package', 'Clear Dates & Times', 'Check Availability', and 'Add to Rental'.

At the bottom, there are buttons for 'Create Rental', 'Print Contract', 'Email Customer', 'Address Labels', 'Create Invoice', 'Pay Security Deposit', and 'New Rental'.

Facility Rentals screen displays.

Step 1 – Select Customer

The screenshot shows the 'Step 1 - Select Customer' screen with the following populated fields:

- Company Name: R.C. Systems, Inc.
- Customer: Dale Geiger
- Address: 12345 My Street
- City / State / Zip: Mount Clemens, MI 48043
- E-Mail: dgeiger@recprosoftware.com
- Phone: (586) 469-4200

The 'Resident' checkbox is checked. Buttons for 'Find Customer' and 'Edit Customer' are visible.

Click **Find Customer** button; Customer lookup screen displays. Search for customer, click **OK** button, customer contact information populates the fields. **Edit Customer** button will link user to the customer database to update any contact information.

**Step 2 – Fill Out Rental Information**

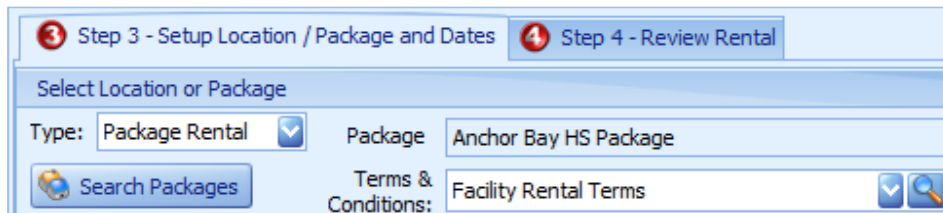
The screenshot shows the 'Step 2 - Fill Out Rental Information' form. It includes fields for Permit (blank), Date (4/9/2020), No Charge (unchecked), Use Type (Facility Rental), Description (Private Event), Status (Tentative), and Reason (a dropdown menu).

Once the record is saved, **ReCPro™** will automatically generate a Permit number. This field will remain blank until then. Check **No Charge** to override any pre-set fees. Select **Use Type** from the drop down menu and type the **Description**; select **Status** from the following choices: **Firm** or **Tentative**.

Step 3 – Select Location / Packages and Dates

The screenshot shows the 'Step 3 - Setup Location / Package and Dates' form. It includes sections for 'Select Location or Package' (Room Rental, Location: Anchor Bay High School - Conference Room, Terms & Conditions: Facility Rental Terms, Room Rate: Conference Center Flat, Capacity: 100, Setup Min: 30, Cleanup Min: 30, Sec Deposit: Room Deposit, Due Date: 4/9/2020, Amount: \$100.00, Billing Options: One Time), 'Select Dates and Times' (Single, Begin Date: 4/18/2020, Begin Time: 1:00 PM, Reserve Begin: 12:30 PM, End Date: 4/18/2020, End Time: 4:00 PM, Reserve End: 4:30 PM, Head Count: 75), and 'Recurring Options' (Weekly, Monthly - By Date, Monthly - By Day). It also includes a 'Reminder' field, 'Contract Notes' (Tables, chairs and coffee will be provided complimentary.), and a 'Rental Summary' section (Rental Fees, Sec Dep, Tax, Rental Total, Total Hours, Total Rooms, Total Packages, Total Days).

Type is set to the default **Room Rental**. Click **Search Rooms** button to open lookup screen; room selection will populate **Location** field with **Room Rate** (sets to the default but can be changed). **Capacity**, **Setup** and **Cleanup Minutes** with **Reminder Notes** populate the fields (see **Room Rates** for setup details). **Security Deposit** and **Amount** (sets to the default but can be changed). **Due Date** is today's date but can be changed. Select **Billing Options** for the security deposit (**One Time** or **Each Date**).



Step 3 - Setup Location / Package and Dates

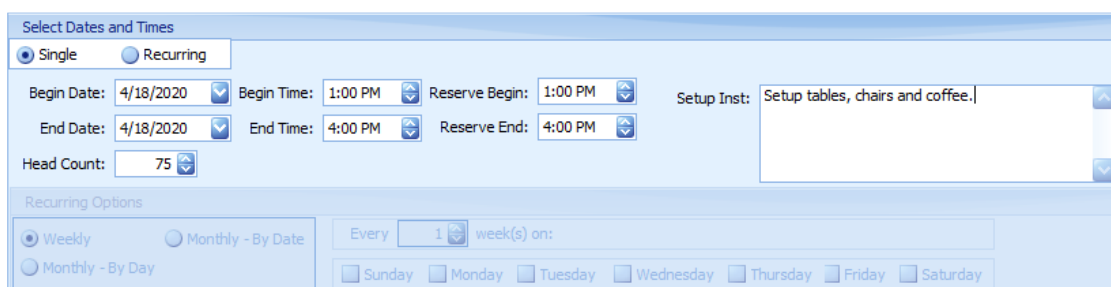
Select Location or Package

Type: **Package Rental** Package: **Anchor Bay HS Package**

Search Packages Terms & Conditions: **Facility Rental Terms**

Alternately user can switch **Type** to **Package Rental** and the button will change to **Search Packages**. (See **Rental Packages** for setup details).

Select Date(s) and Times



Select Dates and Times

☒ Single ☐ Recurring

Begin Date: 4/18/2020 Begin Time: 1:00 PM Reserve Begin: 1:00 PM Setup Inst: Setup tables, chairs and coffee.

End Date: 4/18/2020 End Time: 4:00 PM Reserve End: 4:00 PM

Head Count: 75

Recurring Options

☒ Weekly ☐ Monthly - By Date

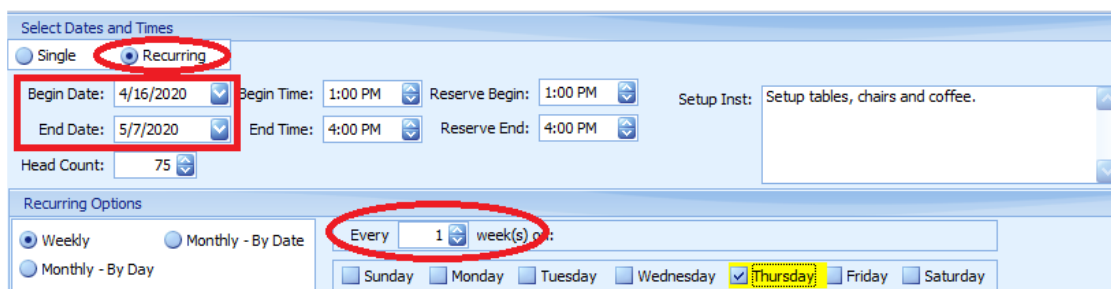
Every 1 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Choose between **Single Reservation** and **Recurring Reservation**. Add **Begin/End Dates**, **Begin/End Times** and **Reserve Begin/End Times**; type any **Setup Instructions** and **Head Count**.

Alternately user can select **Recurring Reservation** radio button.

Recurring Options - Weekly



Select Dates and Times

☐ Single ☒ Recurring

Begin Date: 4/16/2020 Begin Time: 1:00 PM Reserve Begin: 1:00 PM Setup Inst: Setup tables, chairs and coffee.

End Date: 5/7/2020 End Time: 4:00 PM Reserve End: 4:00 PM

Head Count: 75

Recurring Options

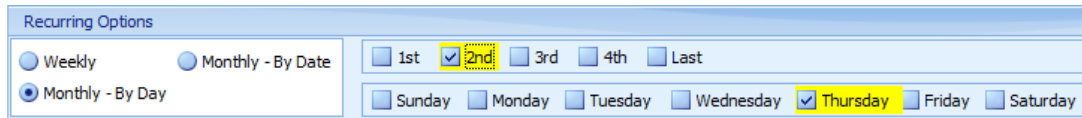
☒ Weekly ☐ Monthly - By Date

Every 1 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday

Weekly is the default and can be selected either by setting up a date range using **Begin Date** and **End Date** fields or by selecting a number in the **Weeks On** field. Check the day(s) of the week; in this example it is checked for Thursday.

Recurring Options – Monthly - By Day - In the following screen shot the recurring option is set for the second Thursday of the month.

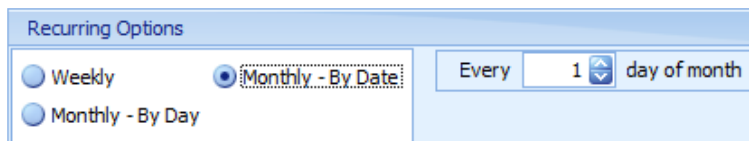


Recurring Options

☐ Weekly
 ☐ Monthly - By Date
 ☐ 1st
 ☒ 2nd
 ☐ 3rd
 ☐ 4th
 ☐ Last

☐ Monthly - By Day
 ☐ Sunday
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☒ Thursday
 ☐ Friday
 ☐ Saturday

Recurring Options Monthly – By Date - In the following screen shot the recurring date is **Every 1st day of month** regardless of a specific day of the week such as Thursday.

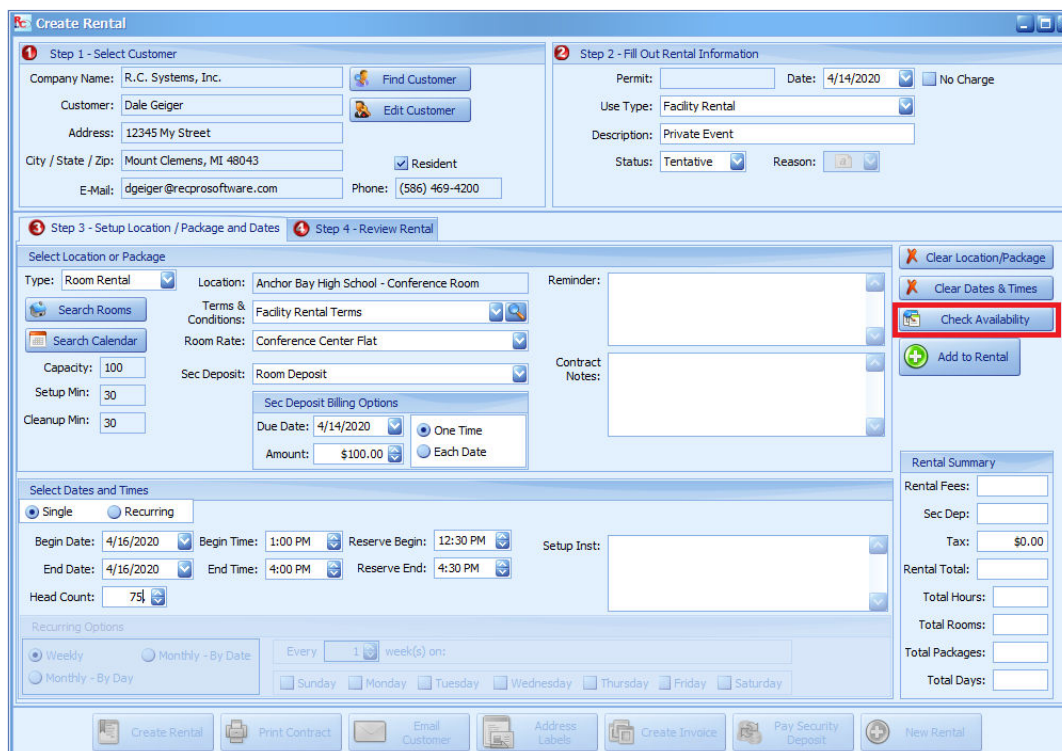


Recurring Options

☐ Weekly
 ☒ Monthly - By Date
 Every 1 day of month

☐ Monthly - By Day

Continuing **Step 3** – once all fields are determined, click **Check Availability** button.



Create Rental

Step 1 - Select Customer

Company Name: R.C. Systems, Inc. Find Customer

Customer: Dale Geiger Edit Customer

Address: 12345 My Street

City / State / Zip: Mount Clemens, MI 48043 Resident

E-Mail: dgeiger@recprosoftware.com Phone: (586) 469-4200

Step 2 - Fill Out Rental Information

Permit: Date: 4/14/2020 No Charge

Use Type: Facility Rental

Description: Private Event

Status: Tentative Reason: a

Step 3 - Setup Location / Package and Dates

Select Location or Package

Type: Room Rental Location: Anchor Bay High School - Conference Room

Search Rooms Terms & Conditions: Facility Rental Terms

Search Calendar Room Rate: Conference Center Flat

Capacity: 100 Sec Deposit: Room Deposit

Setup Min: 30

Cleanup Min: 30

Sec Deposit Billing Options

Due Date: 4/14/2020 One Time

Amount: \$100.00 Each Date

Reminder:

Contract Notes:

Clear Location/Package

Clear Dates & Times

Check Availability

Add to Rental

Step 4 - Review Rental

Select Dates and Times

Single Recurring

Begin Date: 4/16/2020 Begin Time: 1:00 PM Reserve Begin: 12:30 PM

End Date: 4/16/2020 End Time: 4:00 PM Reserve End: 4:30 PM

Head Count: 75

Setup Inst:

Recurring Options

☒ Weekly
 ☐ Monthly - By Date
 Every 1 week(s) on:
 ☐ Sunday
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday

Rental Summary

Rental Fees:

Sec Dep:

Tax: \$0.00

Rental Total:

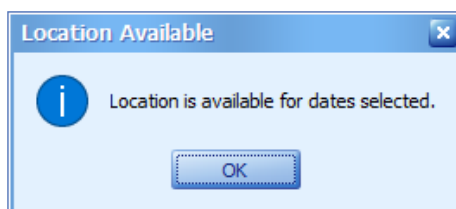
Total Hours:

Total Rooms:

Total Packages:

Total Days:

Create Rental Print Contract Email Customer Address Labels Create Invoice Pay Security Deposit New Rental



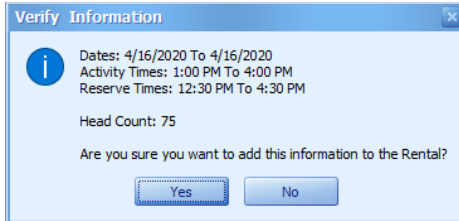
Location Available

i Location is available for dates selected.

OK

Validation screen will display if the location is available for dates selected; click **OK** button.

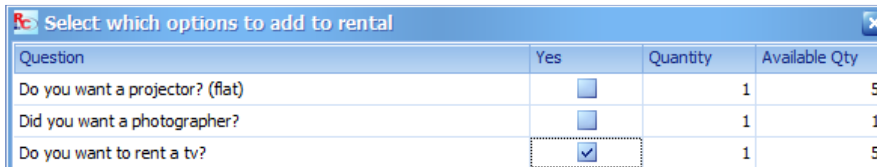
Click  button; the **Verify Reservation Information** screen will display. Click **yes** to continue.



Verify Information

Dates: 4/16/2020 To 4/16/2020
 Activity Times: 1:00 PM To 4:00 PM
 Reserve Times: 12:30 PM To 4:30 PM
 Head Count: 75
 Are you sure you want to add this information to the Rental?
 Yes No


Select which options to add to the rental and add the quantity; click **OK** button.



Question	Yes	Quantity	Available Qty
Do you want a projector? (flat)	<input type="checkbox"/>	1	5
Did you want a photographer?	<input type="checkbox"/>	1	1
Do you want to rent a tv?	<input checked="" type="checkbox"/>	1	5

Note: options will only display if they were setup in the rental option grid and attached to the room.

Step 4 – Rental Review



Step 3 - Setup Location / Package and Dates **Step 4 - Review Rental**

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - C...	\$160.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	3.00	\$100.00	Facility Rental Ter...	

Dates

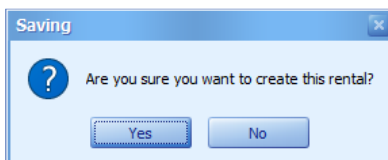
Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instruc...
4/16/2020	Thu	1:00 PM	4:00 PM	1:00 PM	4:00 PM	75	\$160.00	\$0.00	\$160.00	3.00	\$100.00	

Rates **Security Deposit**

Description	Quantity	Units	Rate	Total	Tax
Conference Center Flat Weekday Flat	1.00	Each	\$100.00	\$100.00	\$0.00
Conference Center Flat Weekday Flat Overage Charge	1.00	Each	\$50.00	\$50.00	\$0.00
Plasma TV 50" Weekday Flat	1.00	Each	\$10.00	\$10.00	\$0.00
			\$160.00	\$0.00	\$160.00
			3.00	\$100.00	

Click tab **Step 4** to **Review Rental** fees, security deposit, amount billed, paid and balance due; click the plus sign to drill down and review the rental room rates and options and rental dates and times.

Click  button after reviewing rental



Saving

? Are you sure you want to create this rental?
 Yes No

Validation screen will display; click **yes** to continue.



Print Contract Email Customer Address Labels Create Invoice Pay Security Deposit New Rental

Once you **Create Rental**, additional buttons become available and you can **Print Contract**, **Email Customer**, **Address Labels**, **Create Invoice**, **Pay Security Deposit** or create a **New Rental**.



Edit Rentals

Once a facility rental is created, user may edit the rentals location, rate, date/time, (add or delete dates), change options, deposit, or details. User may also add **Signed By** and **Date** in step 2.

Step 1 - Select Customer

Company Name: R.C. Systems, Inc. Find Customer
Customer: Dale Geiger Edit Customer
Address: 12345 My Street
City / State / Zip: Mount Clemens, MI 48043 Resident
E-Mail: dgeiger@reprosoftware.com Phone: (586) 469-4200

Step 2 - Fill Out Rental Information

Permit: 20-00016 Date: 4/9/2020 No Charge
Use Type: Facility Rental
Description: Private Event
Status: Tentative Reason: [a]
Signed By: Signed Date:

Step 3 - Setup Location / Package and Dates

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Co...	\$160.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	3.00	\$100.00	Facility Rental Terms	[a]

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructo...
4/16/2020	Thu	1:00 PM	4:00 PM	12:30 PM	4:30 PM	0	\$160.00	\$0.00	\$160.00	3.00	\$100.00	[a]

Record 1 of 1

Change Room **Change Rate / Time Slot** **Change Date & Time** **Add Date** **Delete Date(s)** **Change Options** **Change Deposit** **Change Details** **CONFLICT**

Update Rental **Print Contract** **Email Customer** **Address Labels** **Create Invoice** **Pay Security Deposit** **New Rental**

Edit Location (*Change Room*)

Click the **Change Room** button in order to change location.

Room Lookup

Facility: Anchor Bay High School Rentable: Rentable Online: Refresh
Room Category: Capacity greater than: 0
Facility Category: Include Inactive

Room Name	Facility Name	Room Category	Capacity	Rentable	Show Online
Amphitheatre (East Greenwich)	Anchor Bay High School	Other	1000	✓	✓
Art Studio	Anchor Bay High School	Classroom	100	✓	✓
Arts & Crafts	Anchor Bay High School	Classroom	30	✓	✓
Basketball Court 1	Anchor Bay High School	Gymnasium	0	✓	✓
Basketball Court 2	Anchor Bay High School	Gymnasium	0	✓	✓
Classroom 101	Anchor Bay High School	Classroom	100	✓	✓
Classroom 102	Anchor Bay High School	Classroom	100	✓	✓
Conference Room	Anchor Bay High School	Conference	100	✓	✓
Conference Room A	Anchor Bay High School	Conference	50	✓	✓
Conference Room B	Anchor Bay High School	Conference	50	✓	✓
Gym A	Anchor Bay High School	Gymnasium	0	✓	✓
Gym B	Anchor Bay High School	Gymnasium	0	✓	✓
Gymnasium	Anchor Bay High School	Gymnasium	500	✓	✓
Ice Rink	Anchor Bay High School	Ice Rink	0	✓	✓

Room Lookup screen displays. Select the new facility room location by highlighting the line item. Click **OK** button.



Notice the new room replaced the previous room.

Edit Rental

Step 1 - Select Customer

Company Name: R.C. Systems, Inc. Find Customer
Customer: Dale Geiger Edit Customer
Address: 12345 My Street
City / State / Zip: Mount Clemens, MI 48043 Resident
E-Mail: dgeiger@recprosoftware.com Phone: (586) 469-4200

Step 2 - Fill Out Rental Information

Permit: 20-00018 Date: 4/14/2020 No Charge
Use Type: Facility Rental
Description: Private Event
Status: Tentative Reason: a
Signed By: Signed Date:

Step 3 - Setup Location / Package and Dates

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Ter...	Notes
Anchor Bay High School - Gymnasium	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	3.00	\$100.00	Faci...	a

Record 1 of 1

Change Room Change Rate / Time Slot Change Date & Time Add Date
Delete Date(s) Change Options Change Deposit Change Details

Update Rental Print Contract Email Customer Address Labels Create Invoice Pay Security Deposit New Rental

Change Rate

Highlight the date line item and click **Change Rate / Time Slot** button in order to select a new rate

Step 3 - Setup Location / Package and Dates

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	3.00	\$100.00	Facility Rental Terms	a

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	1:00 PM	4:00 PM	12:30 PM	4:30 PM	0	\$150.00	\$0.00	\$150.00	3.00	\$100.00	a

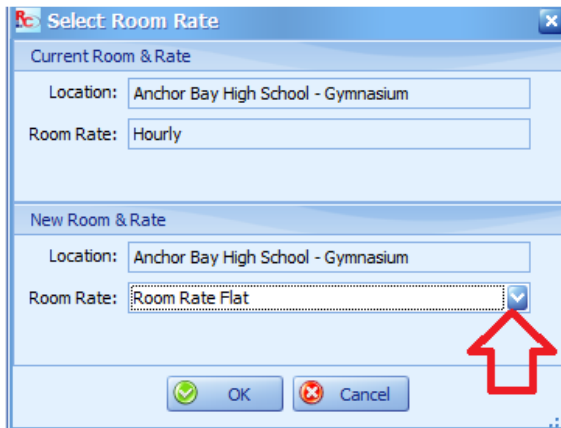
Rates

Description	Quantity	Units	Rate	Total	Tax
Hourly Everyday	3.00	Hours	\$50.00	\$150.00	\$0.00

Record 1 of 1

Change Room Change Rate / Time Slot Change Date & Time Add Date
Delete Date(s) Change Options Change Deposit Change Details

Select **Room Rate** screen displays.



Select Room Rate

Current Room & Rate

Location: Anchor Bay High School - Gymnasium

Room Rate: Hourly

New Room & Rate

Location: Anchor Bay High School - Gymnasium

Room Rate: Room Rate Flat

OK Cancel

Select from the drop down menu a new rate, click **OK** button when finished.

Notice the new rate description

Step 3 - Setup Location / Package and Dates

Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$14.40	\$0.00	\$14.40	\$0.00	\$0.00	\$0.00	\$14.40	3.00	\$100.00	Facility Rental Terms	

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio..
4/16/2020	Thu	1:00 PM	4:00 PM	12:30 PM	4:30 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	

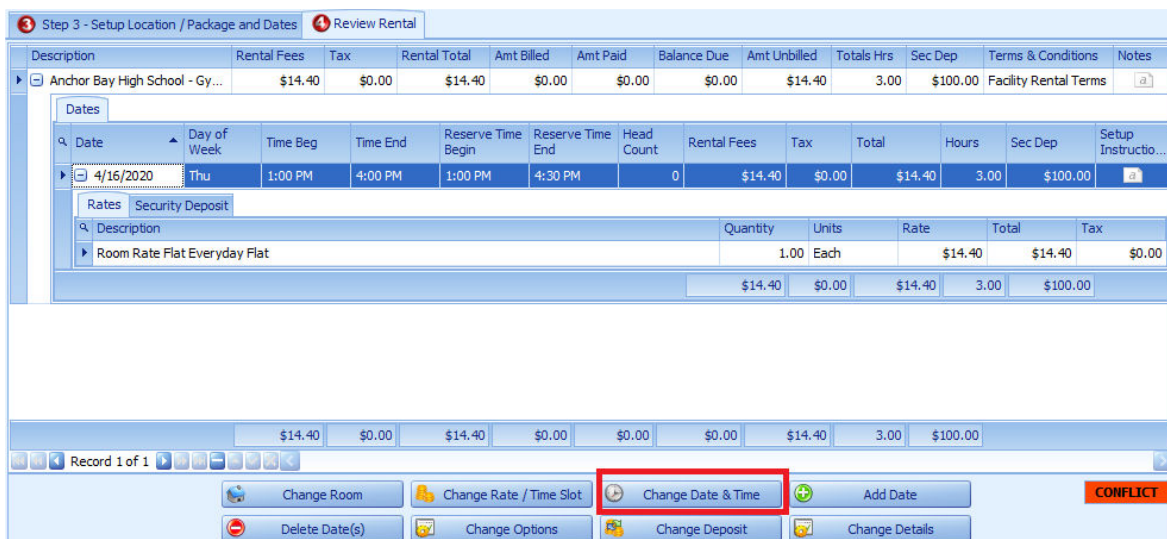
Rates

Security Deposit

Description	Quantity	Units	Rate	Total	Tax
Room Rate Flat Everyday Flat	1.00	Each	\$14.40	\$14.40	\$0.00
	\$14.40	\$0.00	\$14.40	3.00	\$100.00

Change Date & Time

Highlight the date line item and click **Change Date & Time** button



Change Date & Time

Step 3 - Setup Location / Package and Dates

Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$14.40	\$0.00	\$14.40	\$0.00	\$0.00	\$0.00	\$14.40	3.00	\$100.00	Facility Rental Terms	

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	1:00 PM	4:00 PM	1:00 PM	4:30 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	

Rates

Description	Quantity	Units	Rate	Total	Tax
Room Rate Flat Everyday Flat	1.00	Each	\$14.40	\$14.40	\$0.00

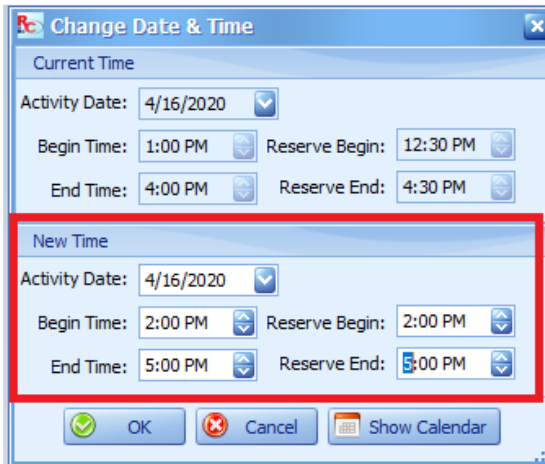
Record 1 of 1

Change Room Change Rate / Time Slot **Change Date & Time** Add Date

Delete Date(s) Change Options Change Deposit Change Details

CONFLICT

Change Date & Time screen displays



The dialog box is titled "Change Date & Time". It has two sections: "Current Time" and "New Time". The "Current Time" section shows "Activity Date: 4/16/2020", "Begin Time: 1:00 PM", "End Time: 4:00 PM", "Reserve Begin: 12:30 PM", and "Reserve End: 4:30 PM". The "New Time" section, which is highlighted with a red border, shows "Activity Date: 4/16/2020", "Begin Time: 2:00 PM", "End Time: 5:00 PM", "Reserve Begin: 2:00 PM", and "Reserve End: 5:00 PM". At the bottom are buttons for "OK", "Cancel", and "Show Calendar".

Current Date & Time

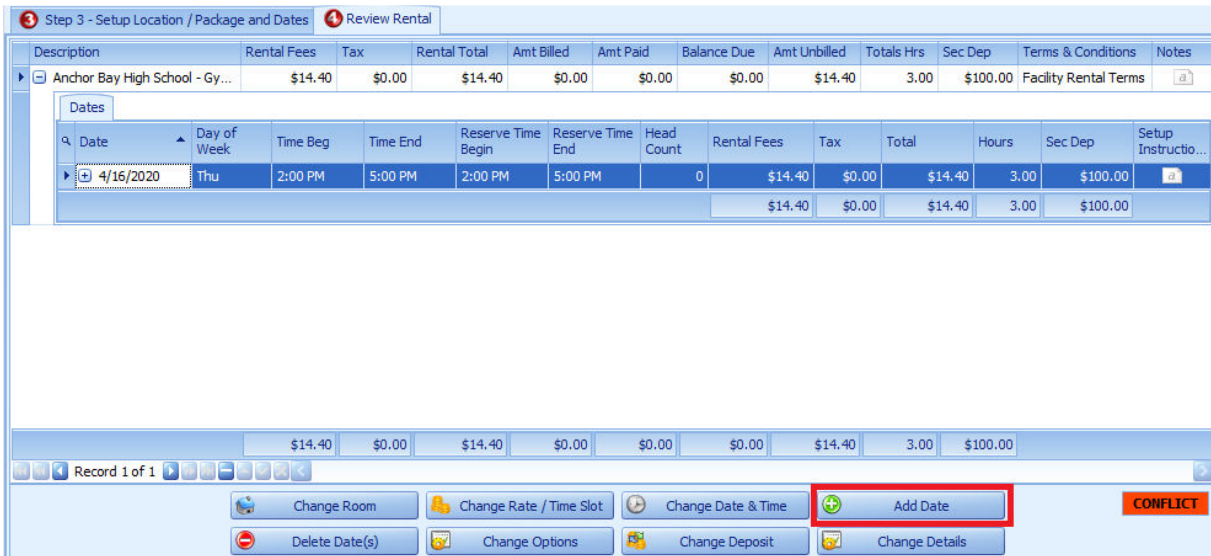
New Date & Time, click **OK** button

Notice the new time

Step 3 - Setup Location / Package and Dates											
Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$14.40	\$0.00	\$14.40	\$0.00	\$0.00	\$0.00	\$14.40	3.00	\$100.00	Facility Rental Terms	
Dates											
Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00
							\$14.40	\$0.00	\$14.40	3.00	\$100.00

Add Date

Click **Add Date** button to enter an additional date to the permit.



The screenshot shows the main application window with the "Step 3 - Setup Location / Package and Dates" tab selected. The table from the previous screenshot is visible. At the bottom, there is a toolbar with several buttons: "Change Room", "Change Rate / Time Slot", "Change Date & Time", "Add Date" (highlighted with a red border), "Delete Date(s)", "Change Options", "Change Deposit", and "Change Details". A "CONFLICT" button is also visible on the right.

ReCPro™ will automatically switch the screen to **Step 3 – Setup Location** and fill in the location, room rate, security deposit (*if applicable*), begin / end times. User only needs to select the **Begin / End Dates**. Click **Add to Rental** button.



Step 3 - Setup Location / Package and Dates **Step 4 - Review Rental**

Select Location or Package

Type: Room Rental Location: Anchor Bay High School - Gymnasium Reminder:

Search Rooms Terms & Conditions: Facility Rental Terms

Search Calendar Room Rate: Room Rate Flat

Capacity: 500 Sec Deposit: Room Deposit

Setup Min: 0

Cleanup Min: 0

Sec Deposit Billing Options

Due Date: 4/10/2020 One Time

Amount: \$100.00 Each Date

Contract Notes:

Clear Location/Package

Clear Dates & Times

Check Availability

Add to Rental

Rental Summary

Rental Fees: \$14.40

Sec Dep: \$100.00

Tax: \$0.00

Rental Total: \$14.40

Total Hours: 3

Total Rooms: 1

Total Packages: 0

Total Days: 1

Select Dates and Times

Single Recurring

Begin Date: 4/23/2020 Begin Time: 2:00 PM Reserve Begin: 2:00 PM Setup Inst:

End Date: 4/23/2020 End Time: 5:00 PM Reserve End: 5:00 PM

Head Count: 0

Recurring Options

Weekly Monthly - By Date

Every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

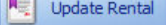
Click tab **Step 4 – Review Rental** to see the new date/time added to the same permit number.

Step 3 - Setup Location / Package and Dates **Step 4 - Review Rental**

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$28.80	\$0.00	\$28.80	\$0.00	\$0.00	\$0.00	\$28.80	6.00	\$200.00	Facility Rental Terms	

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	a
4/23/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	a
							\$28.80	\$0.00	\$28.80	6.00	\$200.00	

Click  button to save the new date/time.

Delete Date

Select date you want to remove and click **Delete Date** button to remove a date from the permit.

Step 3 - Setup Location / Package and Dates **Step 4 - Review Rental**

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$28.80	\$0.00	\$28.80	\$0.00	\$0.00	\$0.00	\$28.80	6.00	\$200.00	Facility Rental Terms	

Dates

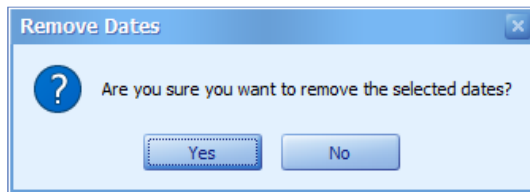
Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	a
4/23/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00	a
							\$28.80	\$0.00	\$28.80	6.00	\$200.00	

Record 2 of 2

Change Room Change Rate / Time Slot Change Date & Time Add Date

Delete Date(s) Change Options Change Deposit Change Details

CONFLICT



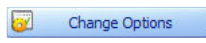
Validation message will display. Click **Yes** to continue.

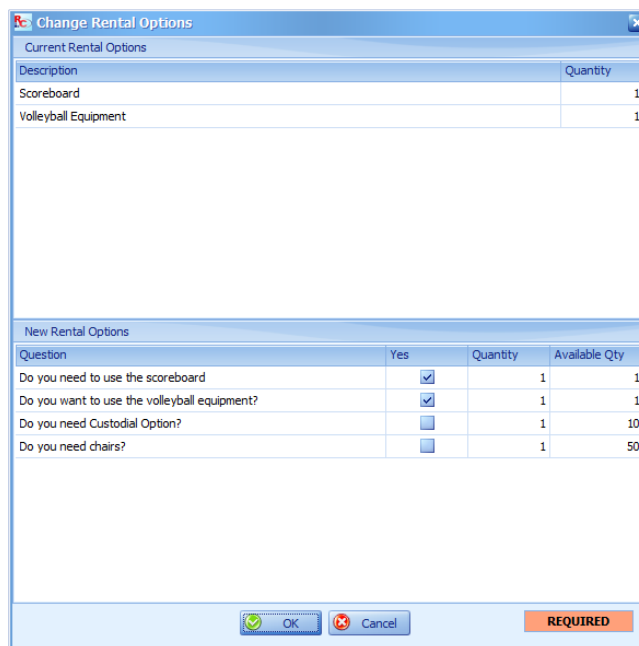
Step 3 - Setup Location / Package and Dates											
4 Review Rental											
Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$14.40	\$0.00	\$14.40	\$0.00	\$0.00	\$0.00	\$14.40	3.00	\$100.00	Facility Rental Terms	
Dates											
Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$14.40	\$0.00	\$14.40	3.00	\$100.00
							\$14.40	\$0.00	\$14.40	3.00	\$100.00



Click button to save.

Change Options

Click  to add or delete rental options from the permit; quantities can also be altered.



A dialog box titled "Change Rental Options". It has two sections: "Current Rental Options" and "New Rental Options".

Current Rental Options

Description	Quantity
Scoreboard	1
Volleyball Equipment	1

New Rental Options

Question	Yes	Quantity	Available Qty
Do you need to use the scoreboard	<input checked="" type="checkbox"/>	1	1
Do you want to use the volleyball equipment?	<input checked="" type="checkbox"/>	1	1
Do you need Custodial Option?	<input type="checkbox"/>	1	10
Do you need chairs?	<input type="checkbox"/>	1	50

At the bottom, there are "OK" and "Cancel" buttons, and a red "REQUIRED" button.

Current Rental Options are items and quantities already selected for the permit.

New Rental Options are items and quantities that can be altered. Click OK to change permit.



Click button to save.

The changes appear in the **Rates** tab.



Step 3 - Setup Location / Package and Dates Step 4 - Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$24.40	\$0.00	\$24.40	\$0.00	\$0.00	\$0.00	\$24.40	3.00	\$100.00	Facility Rental Terms	a

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$24.40	\$0.00	\$24.40	3.00	\$100.00	a

Rates Security Deposit

Description	Quantity	Units	Rate	Total	Tax
Room Rate Flat Everyday Flat	1.00	Each	\$14.40	\$14.40	\$0.00
Scoreboard Flat	1.00	Each	\$10.00	\$10.00	\$0.00
Volleyball Equipment Weekday Flat	1.00	Each	\$0.00	\$0.00	\$0.00

\$24.40 \$0.00 \$24.40 3.00 \$100.00

Change Deposit

Click the **Security Deposit** tab to review rate.

Step 3 - Setup Location / Package and Dates Step 4 - Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$24.40	\$0.00	\$24.40	\$0.00	\$0.00	\$0.00	\$24.40	3.00	\$100.00	Facility Rental Terms	a

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$24.40	\$0.00	\$24.40	3.00	\$100.00	a

Rates **Security Deposit**

Description	Due Date	Amount	Tax	Total	Sec Dep Paid	Balance Due
Room Deposit	4/9/2020	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00

\$24.40 \$0.00 \$24.40 3.00 \$100.00

Record 1 of 1

Change Room Change Rate / Time Slot Change Date & Time Add Date **Change Deposit** Change Details

CONFLECT

Click **Change Deposit** button to change the **Security Deposit** rate and/or **Due Date**.

Change Security Deposit

Current Security Deposit

Sec Deposit: Room Deposit

Due Date: 4/9/2020

Amount: \$100.00

New Security Deposit

Sec Deposit: Gymnasium Deposit

Due Date: 4/10/2020

Amount: \$300.00

OK Cancel

Current Security Deposit is what was originally selected for the permit.

New Security Deposit fields can be changed. Click **OK** to change permit.



Click  button to save. **Security Deposit** is changed in the grid below.

Step 3 - Setup Location / Package and Dates Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$24.40	\$0.00	\$24.40	\$0.00	\$0.00	\$0.00	\$24.40	3.00	\$300.00	Facility Rental Terms	

Dates


Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$24.40	\$0.00	\$24.40	3.00	\$300.00	

Rates Security Deposit

Description	Due Date	Amount	Tax	Total	Sec Dep Paid	Balance Due
Gymnasium Deposit	4/10/2020	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00

\$24.40 \$0.00 \$24.40 3.00 \$300.00

Change Details

Click  to change Head Count and/or Setup Instructions.

Step 3 - Setup Location / Package and Dates Review Rental

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Gy...	\$24.40	\$0.00	\$24.40	\$0.00	\$0.00	\$0.00	\$24.40	3.00	\$300.00	Facility Rental Terms	

Dates

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
4/16/2020	Thu	2:00 PM	5:00 PM	2:00 PM	5:00 PM	0	\$24.40	\$0.00	\$24.40	3.00	\$300.00	

\$24.40 \$0.00 \$24.40 \$0.00 \$0.00 \$0.00 \$24.40 3.00 \$300.00

Record 1 of 1

Change Room Change Rate / Time Slot Change Date & Time Add Date **Change Details** CONFLICT

Delete Date(s) Change Options Change Deposit

Change Rental Details

Current Rental Options

Head Count: 0

Setup Inst:

New Rental Options


Head Count: 75

Setup Inst: Will need a few chairs for scorekeepers

OK Cancel

Current Rental Details is what has been selected for the permit.

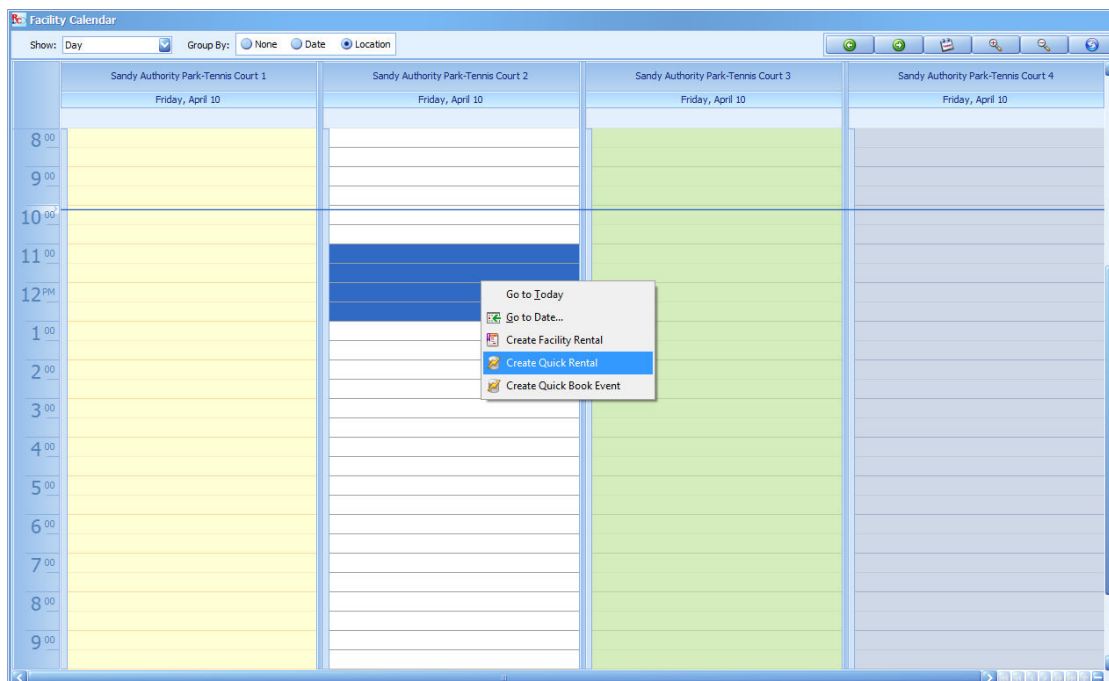
New Rental Details fields can be altered. Click **OK** to change permit.

Click  button to save.

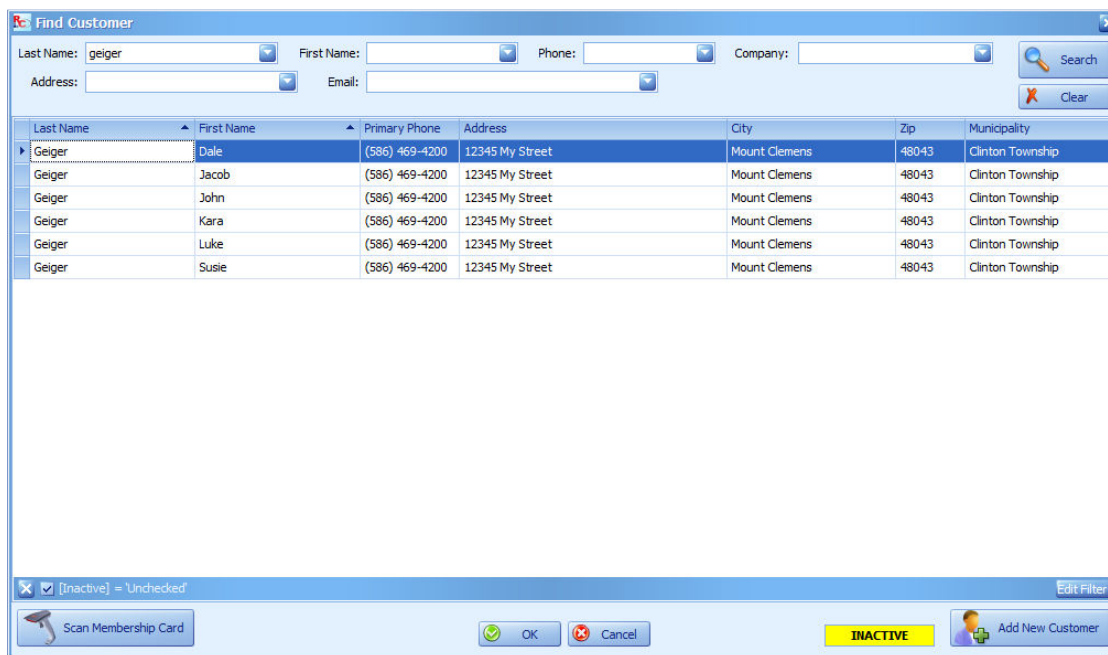


Create Quick Rental

This feature will reduce the number of steps required to create a rental where in some cases just one room is wanted for one day and time. From the calendar, highlight time by using the mouse to click and drag start / end times. Right mouse click time frame, and select **Create Quick Rental** option.



Find Customer screen will pop up to search for customer, click **OK** button.



Find Customer

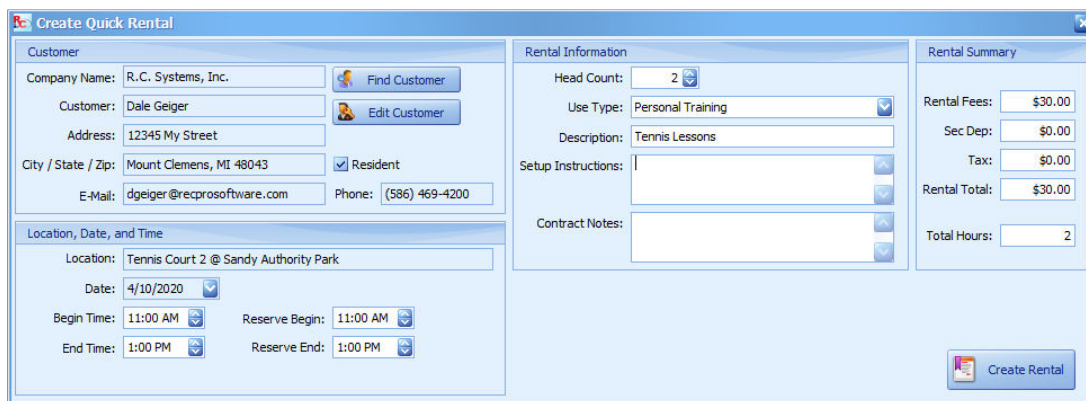
Last Name: geiger First Name: Phone: Company: Address: Email: Search Clear

Last Name	First Name	Primary Phone	Address	City	Zip	Municipality
Geiger	Dale	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Jacob	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	John	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Kara	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Luke	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Susie	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township

☒ [Inactive] = 'Unchecked' Edit Filter

Scan Membership Card OK Cancel INACTIVE Add New Customer

Create Quick Rental screen displays, prefilling **Customer Information, Location, Date and Time**. User only needs to fill in **Head Count**, select **Use Type** from the pick list, enter a **Description** and any **Setup Instructions** or **Contract Notes**. Click **Create Rental** button.



Create Quick Rental

Customer

Company Name: R.C. Systems, Inc. Find Customer

Customer: Dale Geiger Edit Customer

Address: 12345 My Street

City / State / Zip: Mount Clemens, MI 48043 Resident

E-Mail: dgeiger@recprosoftware.com Phone: (586) 469-4200

Location, Date, and Time

Location: Tennis Court 2 @ Sandy Authority Park

Date: 4/10/2020

Begin Time: 11:00 AM Reserve Begin: 11:00 AM

End Time: 1:00 PM Reserve End: 1:00 PM

Rental Information

Head Count: 2

Use Type: Personal Training

Description: Tennis Lessons

Setup Instructions:

Contract Notes:

Rental Summary

Rental Fees: \$30.00

Sec Dep: \$0.00

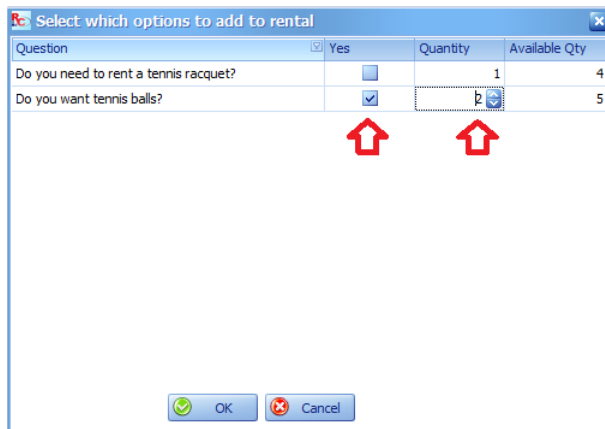
Tax: \$0.00

Rental Total: \$30.00

Total Hours: 2

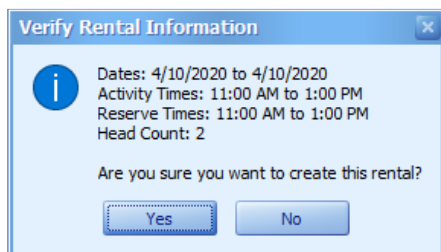
Create Rental

Select **Rental Options** and **Quantity** (if applicable), click **OK** button.



Question	Yes	Quantity	Available Qty
Do you need to rent a tennis racquet?	<input type="checkbox"/>	1	4
Do you want tennis balls?	<input checked="" type="checkbox"/>	2	5

Verify Rental Information will display, select **Yes** button to continue.



Verify Rental Information

Dates: 4/10/2020 to 4/10/2020
 Activity Times: 11:00 AM to 1:00 PM
 Reserve Times: 11:00 AM to 1:00 PM
 Head Count: 2

Are you sure you want to create this rental?

Yes No

Facility Rental Contract – click **Preview**, **Print**, **Email** or **None**



Facility Rental Contract

Preview Print E-Mail None

After **Facility Rental Contract** has been created, **ReCPro™** will automatically open the **Checkout** screen in **Shopping Cart** which means **ReCPro™** automatically created the **Invoice** too. Select payment, and process the receipt transaction.



The screenshot displays the 'Shopping Cart' window with a sidebar on the left containing navigation links: Customer, Purchase (Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards), Transaction (Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, Checkout), and Device (Printer Setup, Open Cash Drawer). The main area is titled 'Checkout' and shows a 'Receipt Total' of \$36.00. It is divided into three steps: Step 1 - Apply Payment to Sale / Receipt, Step 2 - Review Sale / Receipt Information, and Step 3 - Choose Receipt Output and Complete Checkout. In Step 1, various payment methods are listed with amounts: Cash (\$36.00), Check 1 (\$0.00), Check 2 (\$0.00), Credit Card 1 (\$0.00), Credit Card 2 (\$0.00), Acct Credit (\$0.00), and Other (\$0.00). The total applied is \$36.00, leaving \$0.00 remaining. Step 2 shows the receipt date as 4/10/2020 and the paid by as Dale Geiger. Step 3 provides options for receipt output: Preview, Print, Email, Print & Email, No Receipt, and Cancel Checkout. A status bar at the bottom shows a total of \$36.00.

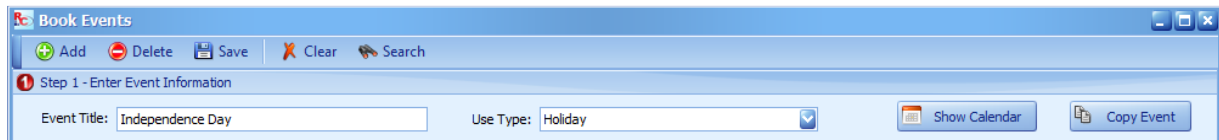
Once the transaction is completed, and the sales receipt and rental invoice is printed (*optional*), **Shopping Cart** will close and the rental will be on the calendar.

The screenshot shows the 'Facility Calendar' window. It has a header with 'Show: Day' and 'Group By: None, Date, Location'. The calendar is a grid with columns for 'Sandy Authority Park-Tennis Court 1', 'Sandy Authority Park-Tennis Court 2', 'Sandy Authority Park-Tennis Court 3', and 'Sandy Authority Park-Tennis Court 4'. The rows represent time slots from 8:00 to 5:00. A green event is scheduled for Friday, April 10, from 11:00 AM to 1:00 PM in Court 2, titled 'Tennis Lessons - Personal Training'. The event details include 'Sandy Authority Park - Tennis Court 2', 'Contact: Dale Geiger', and 'Permit #: 20-00017'.

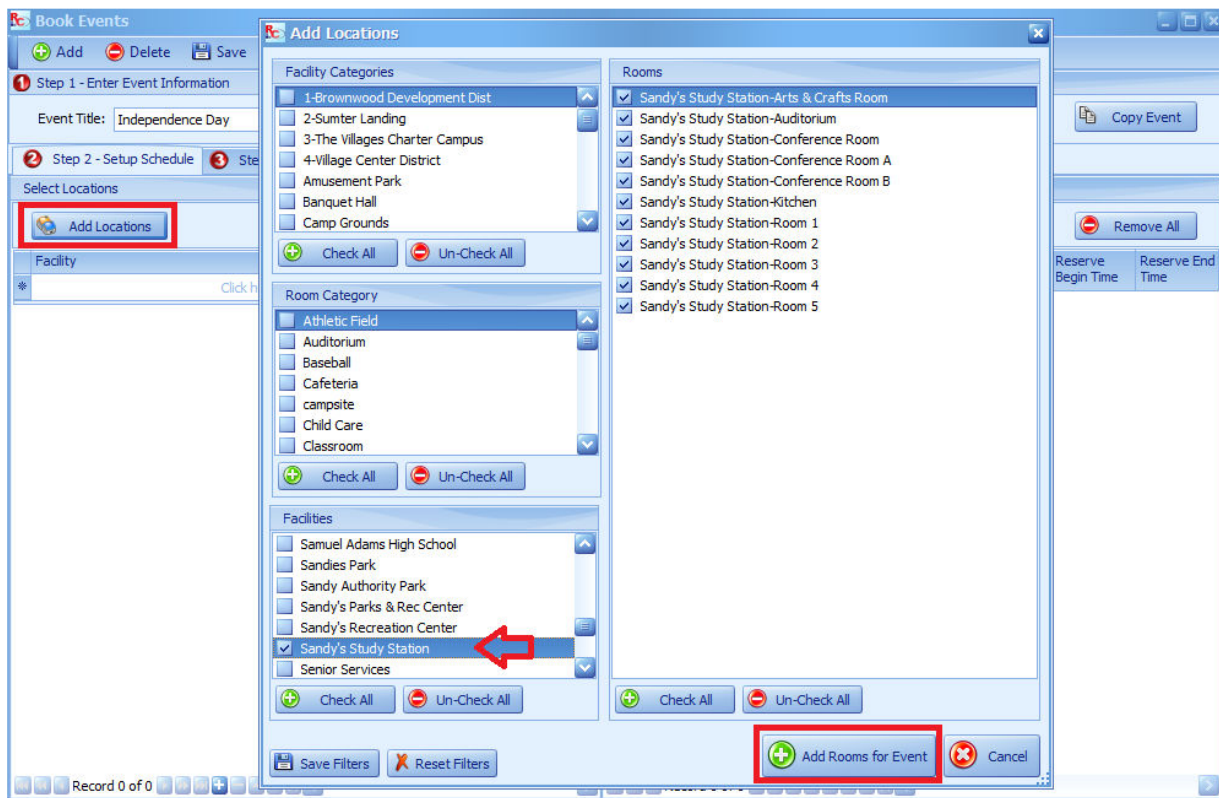
Book Events

From the main menu, go to **Facilities > Book Events**

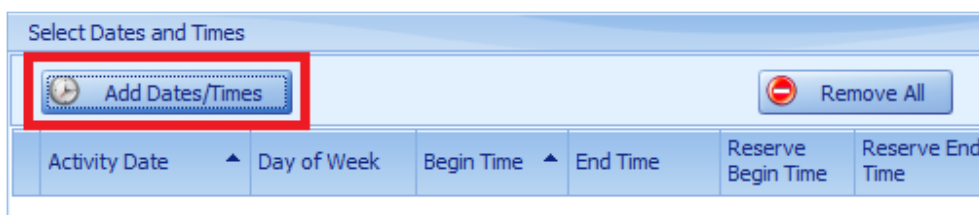
Step 1 – Enter Event Information - Type **Event Title** in the description field and select **Use Type** from the drop down menu.



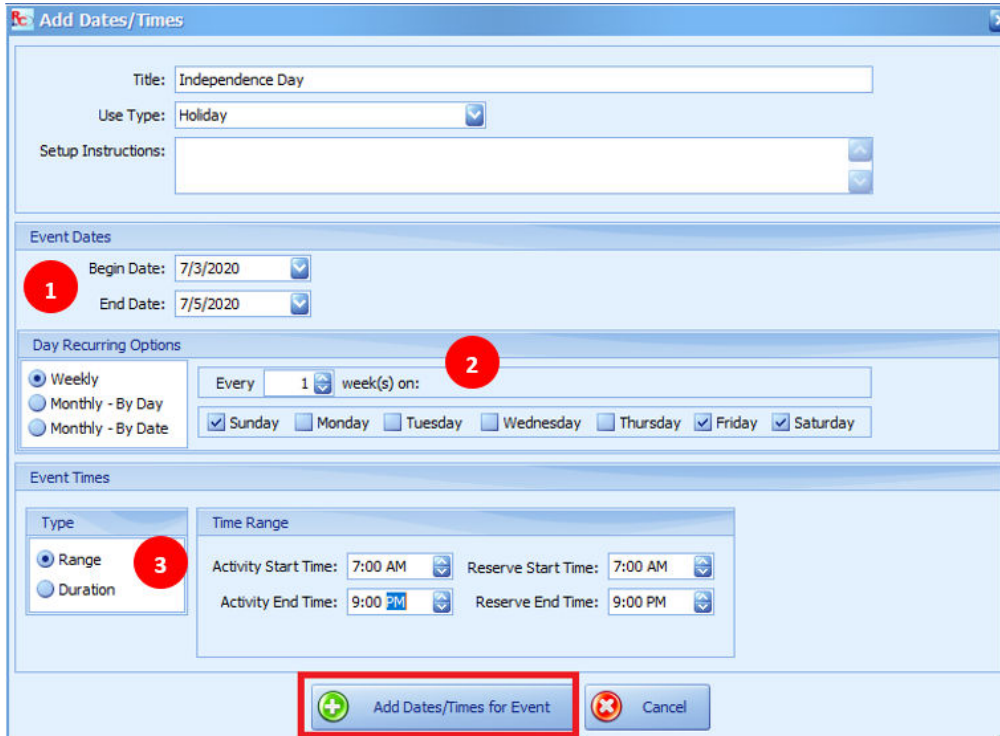
Step 2 – Setup Schedule - Click **Add Locations** button and the pop up screen will display. Use the check box to filter by **Facility Categories**, **Room Category** or **Facilities**.



Click **Add Dates / Times** button



Popup displays. Enter **Begin Date**, **End Dates**, check **Days** and enter **Time Range**. Click **Add Dates/Times for Event** button.



Add Dates/Times

Title: Independence Day

Use Type: Holiday

Setup Instructions:

Event Dates

1 Begin Date: 7/3/2020

End Date: 7/5/2020

Day Recurring Options

2

Weekly

Every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Event Times

3

Type

Range

Duration

Time Range

Activity Start Time: 7:00 AM Reserve Start Time: 7:00 AM

Activity End Time: 9:00 PM Reserve End Time: 9:00 PM

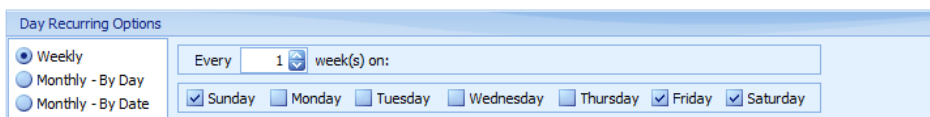
+ Add Dates/Times for Event

Cancel

1. **Event Dates** – enter the Begin Date and End Date.

2. **Day Recurring Options** – choose from:

- a. Weekly - default is Every 1 week(s) on: and check the days of the week that apply



Day Recurring Options

Weekly

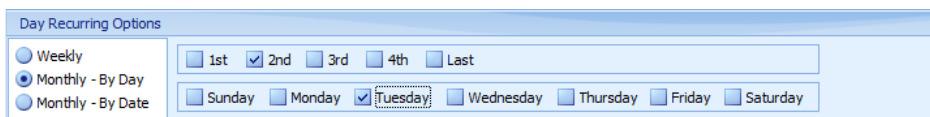
Monthly - By Day

Monthly - By Date

Every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

- b. Monthly by Day (use for a larger date range to indicate which week and day of the month)



Day Recurring Options

Weekly

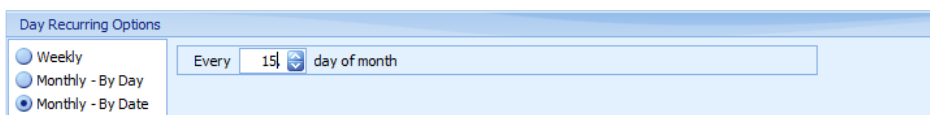
Monthly - By Day

Monthly - By Date

1st 2nd 3rd 4th Last

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

- c. Monthly by Date (use for a large date range to indicate specific day of the month)



Day Recurring Options

Weekly

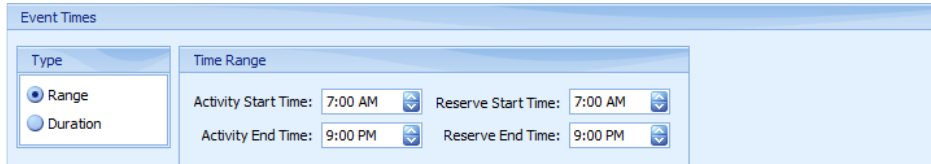
Monthly - By Day

Monthly - By Date

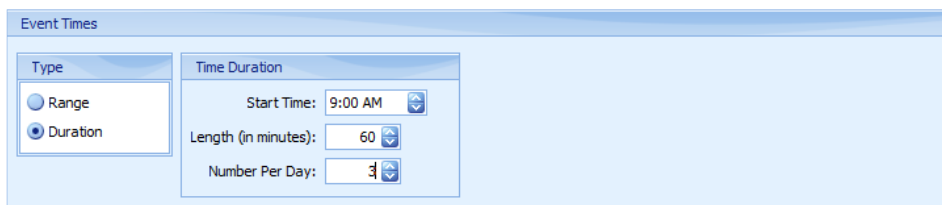
Every 15 day of month

3. Event Time – choose Type:

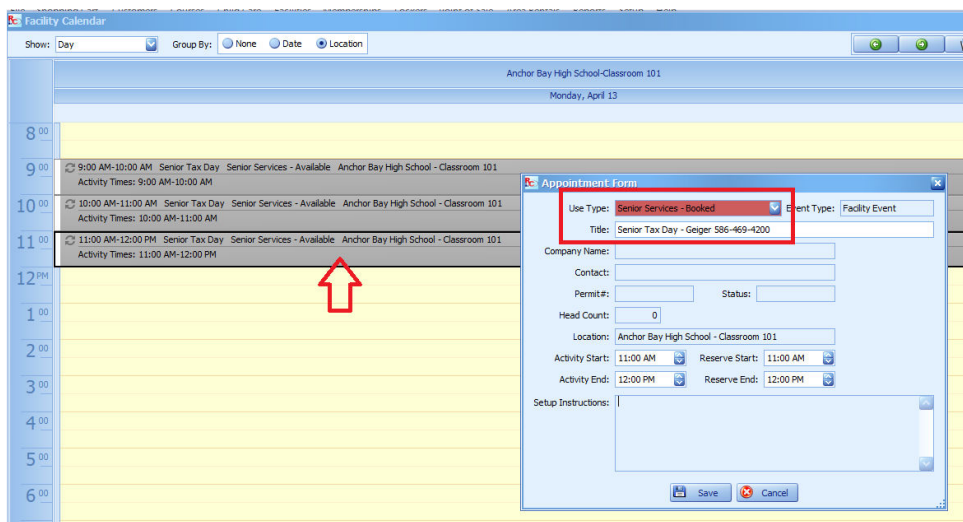
- a. **Range** – enter Activity Start Time and End Time and Reserve Start and End Time if applicable.



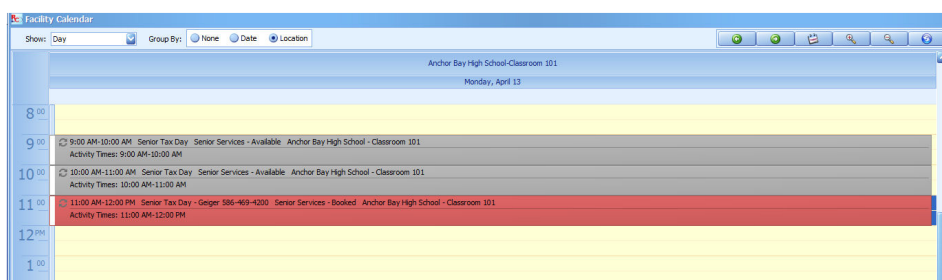
- b. **Duration (Appointment Setter)** – enter Start Time, Length (in minutes), and Number Per Day. Go to www.ReProSoftware.com/video to watch *Feature Enhancements version 1.19.0*



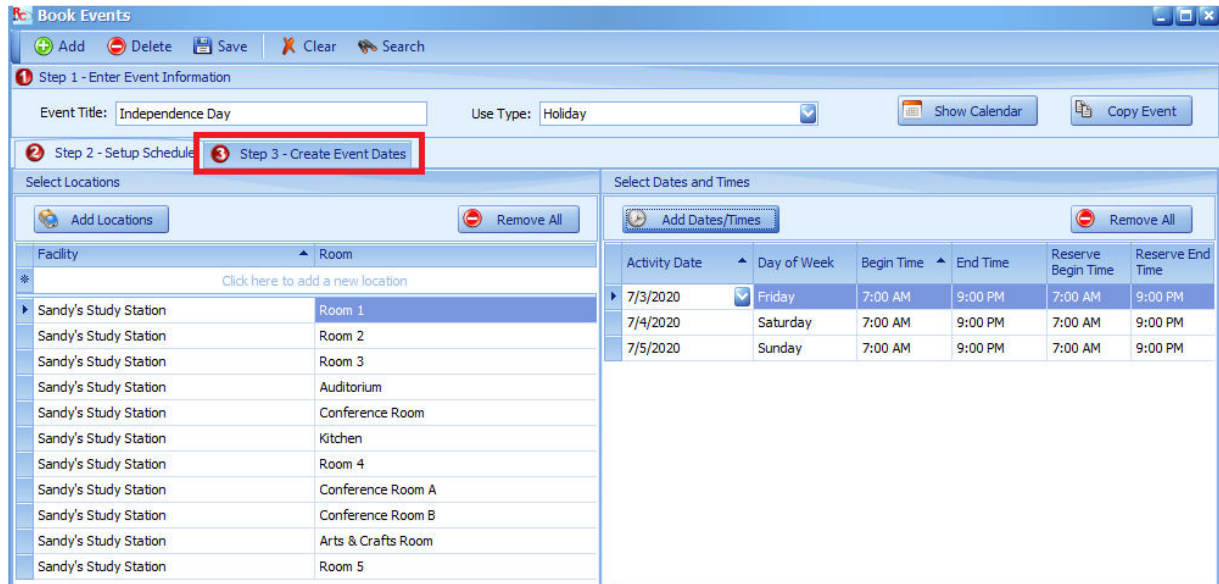
From the calendar, right mouse click the requested appointment time, change the **Use Type** (which will change the color), enter the customer's name and phone number in the **Title** field.



Click **Save** button and the calendar will update the appointment.

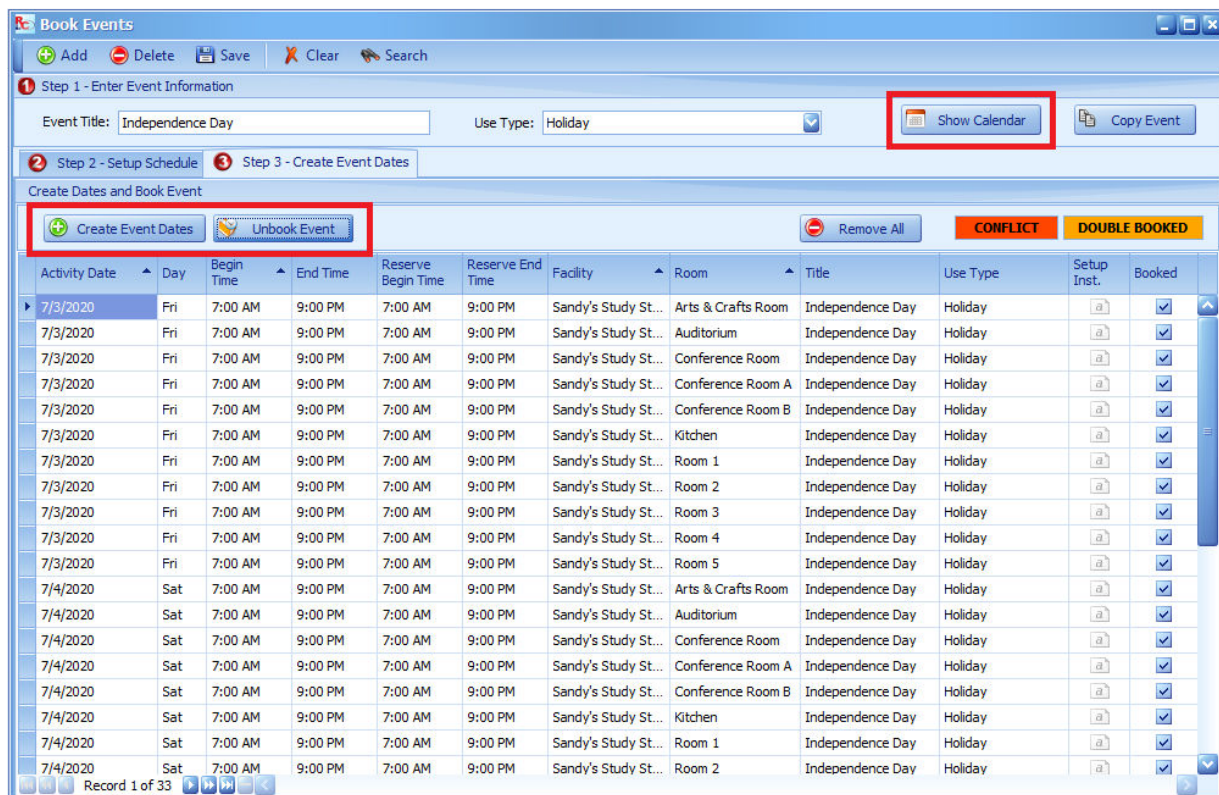


For **Book Events**, once both sides of **Step 2** are completed, click the tab **Step 3 – Create Event Dates**



Activity Date	Day of Week	Begin Time	End Time	Reserve Begin Time	Reserve End Time
7/3/2020	Friday	7:00 AM	9:00 PM	7:00 AM	9:00 PM
7/4/2020	Saturday	7:00 AM	9:00 PM	7:00 AM	9:00 PM
7/5/2020	Sunday	7:00 AM	9:00 PM	7:00 AM	9:00 PM

Step 3 – Create Event Dates – click **Create Event Dates** button. This will populate the grid below based on criteria entered in step 1 & 2. Then click **Book Event** button to book it to the calendar. Click **Show Calendar** button to review.



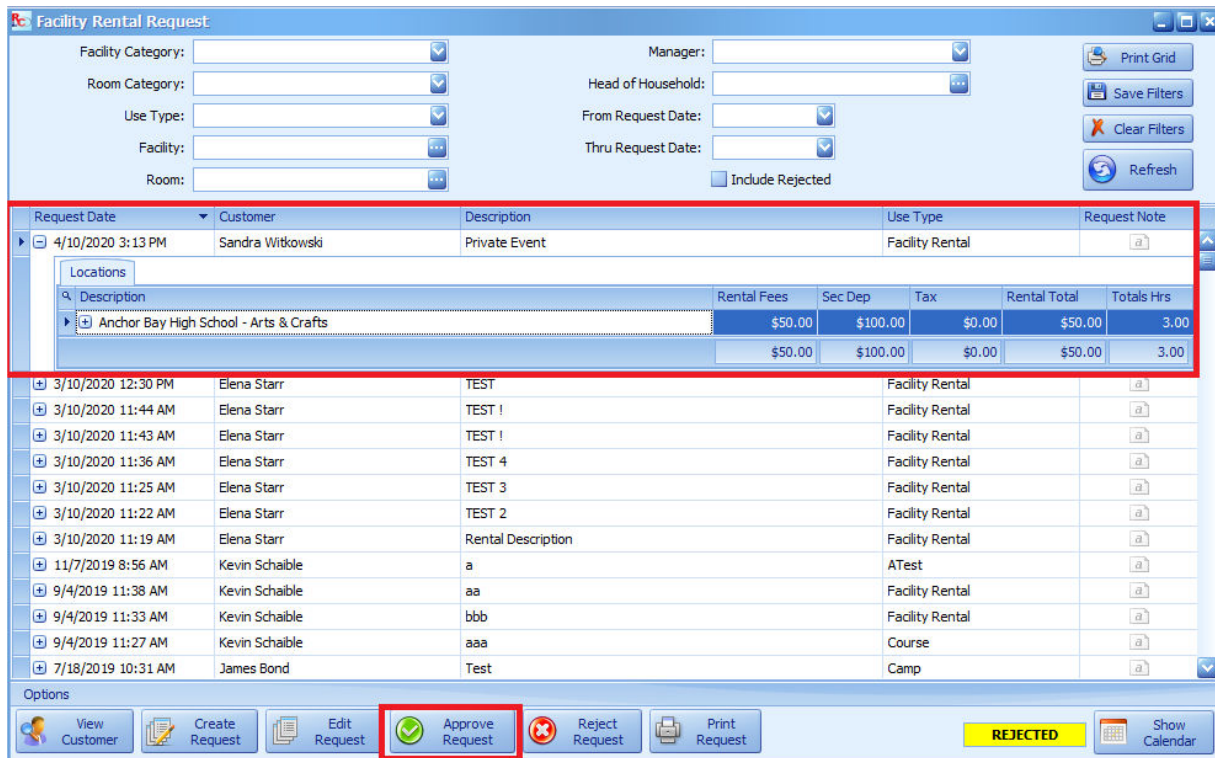
Activity Date	Day	Begin Time	End Time	Reserve Begin Time	Reserve End Time	Facility	Room	Title	Use Type	Setup Inst.	Booked
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Arts & Crafts Room	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Auditorium	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room A	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room B	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Kitchen	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 1	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 2	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 3	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 4	Independence Day	Holiday	a	✓
7/3/2020	Fri	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 5	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Arts & Crafts Room	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Auditorium	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room A	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Conference Room B	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Kitchen	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 1	Independence Day	Holiday	a	✓
7/4/2020	Sat	7:00 AM	9:00 PM	7:00 AM	9:00 PM	Sandy's Study St...	Room 2	Independence Day	Holiday	a	✓

Rental Request

When a customer sends in a facility rental request through the web module, users will get an email notification and the request can be found in Rental Request to approve or reject request. The customer rental request does not book to the calendar until the user 'approves' the request.

From the main menu, select **Facilities > Rentals > Rental Request**

Facility Rental Request screen displays.




Request Date	Customer	Description	Use Type	Request Note
4/10/2020 3:13 PM	Sandra Witkowski	Private Event	Facility Rental	


Locations	Description	Rental Fees	Sec Dep	Tax	Rental Total	Totals Hrs
Anchor Bay High School - Arts & Crafts		\$50.00	\$100.00	\$0.00	\$50.00	3.00

Options: View Customer, Create Request, Edit Request, **Approve Request**, Reject Request, Print Request

REJECTED Show Calendar

User can **Create Request** without using the web module however, the request will **NOT** be put on the calendar or create a permit number.

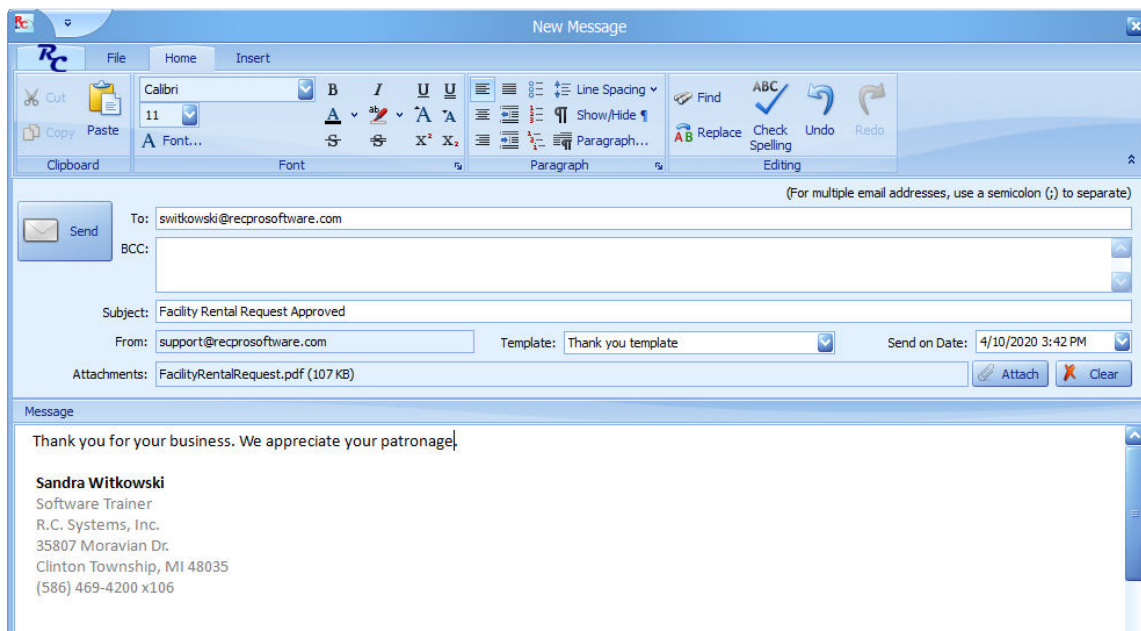
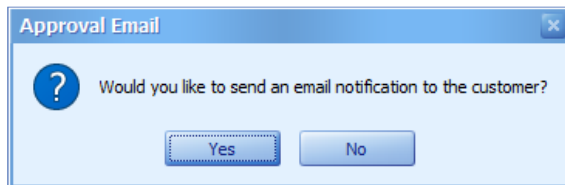
Click  button to generate a rental request. This button will open the **Create Facility Rental Request** screen.

Click  button to make changes to an existing rental request.


Email Notification with Approved Request or Rejected Request

When a customer sends in a facility rental request through the web module,

Click  button to remove from **Rental Request** grid and move to **Create Rental** grid.



If a request has been approved or rejected and the user sends out an email notification, ReCPro will automatically attach a PDF of the rental request.

 R.C. Systems, Inc.
35807 Moravian Dr.
Clinton Township, MI 48035
Ph: (586) 469-4200
Fax: (586) 469-4867

Rental Request has been APPROVED

REQUEST ONLY

Facility Rental Request
Page 1 of 1

Request Date: 04/10/2020
Use Type: Facility Rental
Description: Private Event
Registrar: Web Module
Phone: (586) 586-5865 / (586) 711-0000
Email: switkowski@recprosoftware.com

Customer
ReCPro Software
Sandra Witkowski
437 Moravian Dr.
Suite 1
Clinton Township, MI 48035

Rental Information

Location: Arts & Crafts @ Anchor Bay High School
459 County Line Rd.
New Baltimore, MI 48051


Total Hours: 3.00

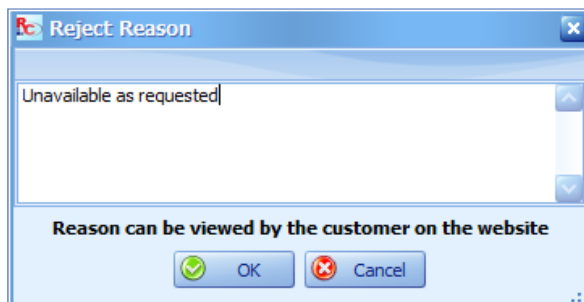
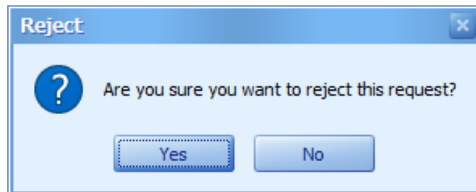
Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
4/24/2020	Fri	4:00 PM - 7:00 PM	Arts and Crafts Flat (Head Count: 25)	1.00	Each	\$50.00	\$50.00	\$0.00


Total Hours	3.00
Total Fees	\$50.00
Total Sec Dep	\$100.00
Total Tax	\$0.00
Rental Total	\$150.00

Notice the information
**Rental Request has been
APPROVED** but that it is
not a contract or permit.



Click  button to decline request (*the request will be hidden in the grid*)





R.C. Systems, Inc.
35807 Moravian Dr.
Clinton Township, MI 48035
Ph: (586) 469-4200
Fax: (586) 469-4667

Rental Request has been REJECTED

REQUEST ONLY

Facility Rental Request

Page 1 of 1

Request Date: 04/10/2020
Use Type: Facility Rental
Description: Private Event
Registrar: Web Module
Phone: (586) 586-5865 / (586) 711-0000
Email: switkowski@recprosoftware.com

Customer ReCPro Software
Sandra Witkowski
437 Moravian Dr.
Suite 1
Clinton Township, MI 48035

Rental Information

Location: Arts & Crafts @ Anchor Bay High School
459 County Line Rd.
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Total Hours: 3.00

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
4/24/2020	Fri	4:00 PM - 7:00 PM	Arts and Crafts Flat (Head Count: 25)	1.00	Each	\$50.00	\$50.00	\$0.00

Total Hours	3.00
Total Fees	\$50.00
Total Sec Dep	\$100.00
Total Tax	\$0.00
Rental Total	\$150.00

Notice the information **Rental Request has been REJECTED.**



Create Rental – (see *Calendar* section)

Manage Facility Rentals

From the main menu, go to **Facilities > Rentals > Manage Facility Rentals**

Manage Facility Rentals

Facility Category: [dropdown] Package: [dropdown] ☒ Only Open Rentals ☐ Only Rentals that Need Signature ☐ Only Rentals with Balance Due ☐ Only Rentals with Amount Unbilled

Room Category: [dropdown] Customer: [dropdown] ☐ Only Rentals that Need Signature ☐ Only Rentals with Balance Due ☐ Only Rentals with Amount Unbilled

Use Type: [dropdown] Status: [dropdown] Contract From Date: [dropdown] Contract Thru Date: [dropdown]

Facility: [dropdown] Room: [dropdown]

Shift-Click or Ctrl-Click to Select Multiple

Permit#	Contract Date	Customer	Use Type	Description	Rental Fees	Tax	Rental Total	Amount Billed	Paid To Date	Balance
20-00018	4/14/2020	R.C. Systems, Inc.	Facility Rental	Private Event	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
20-00016	4/9/2020	R.C. Systems, Inc.	Facility Rental	Private Event	\$24.40	\$0.00	\$24.40	\$0.00	\$0.00	\$0.00
20-00015	3/31/2020	R.C. Systems, Inc.	Facility Rental	Family Reunion	\$600.00	\$0.00	\$600.00	\$600.00	\$600.00	\$0.00
20-00013	3/9/2020	Elena Starr	Facility Rental	Rental Request with Rental O...	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
20-00010	2/25/2020	RCS	Course	test	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
20-00007	2/19/2020	Harley Zhang	Camp	Test Overnight	\$30.00	\$0.00	\$30.00	\$30.00	\$30.00	\$0.00
20-00006	1/29/2020	ReCPro Software	Facility Rental	Awards Show	\$328.00	\$0.00	\$328.00	\$0.00	\$0.00	\$0.00
19-00115	12/3/2019	Ben Leonard	Course	Test	\$100.00	\$6.00	\$106.00	\$0.00	\$0.00	\$0.00
19-00114	12/3/2019	Ben Leonard	Child Care	Test	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
19-00113	11/26/2019	Charles Xavier	Facility Rental	ICC	\$4,830.00	\$0.00	\$4,830.00	\$4,830.00	\$4,830.00	\$0.00
19-00110	11/19/2019	Ben Leonard	Child Care	Test	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
19-00108	11/11/2019	Robert Reed	Facility Rental	party	\$24.00	\$2.07	\$26.07	\$0.00	\$0.00	\$0.00
19-00107	11/7/2019	Elena Starr	Facility Rental	Rental Option Answers	\$77.98	\$0.00	\$77.98	\$0.00	\$0.00	\$0.00
19-00105	11/6/2019	Amy Schaible	Facility Rental	a rental	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
					\$247,284.94	\$700.51	\$247,985.45	\$28,106.31	\$22,536.70	

Tentative Overdue Closed Canceled

Options: View Customer Email Customer Address Labels Edit Rental Create Invoice Apply Payment

Forms: Contract Invoice Statement

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check boxes: **Only Open Rentals**, **Only Rentals that Need Signature**, **Only Rentals with Balance Due** and **Only Rentals with Amount Unbilled**.

Click **Select All** button when highlight all items in the grid. Click **Print Grid** button to display grid for printing. Click **Save Filters** button to save the filter setup for future use.

Options

View Customer Email Customer Address Labels Edit Rental Create Invoice Apply Payment

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental (see next section for details); click **Create Invoice** to generate invoice for selected record; click **Apply Payment** and **ReCPro™** will automatically open **Shopping Cart** to process payment.

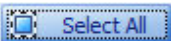
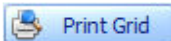


Create Facility Rental Invoices

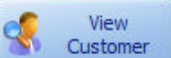
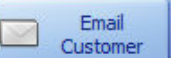


From the main menu, go to **Facilities > Rentals > Create Rental Invoices**

Permit#	Customer Name	Description	Use Type	Totals Hrs	Rental Total	Previously Billed	Remaining To Bill	Amount To Bill Today
19-00110	Leonard, Ben	Test	Child Care	1.00	\$100.00	\$0.00	\$100.00	\$100.00
20-00016	R.C. Systems, Inc.	Private Event	Facility Rental	3.00	\$24.40	\$0.00	\$24.40	\$24.40
20-00018	R.C. Systems, Inc.	Private Event	Facility Rental	3.00	\$150.00	\$0.00	\$150.00	\$150.00
20-00010	RCS	test	Course	1.00	\$100.00	\$0.00	\$100.00	\$100.00
20-00006	ReCPro Software	Awards Show	Facility Rental	3.00	\$328.00	\$0.00	\$328.00	\$328.00
19-00076	Xavier, Charles	Recurring Rental TEST2 M F	Facility Rental	51.00	\$34,000.00	\$0.00	\$34,000.00	\$11,560.00

Use the various filters, in order to isolate the data; click **Refresh** button. Highlight the **Permit** record and then use the **Invoice Information** section to determine **Invoice Date**, **Due Date** and **Invoice Notes**.

Click  button when highlight all items in the grid. Click  button to display grid for printing.

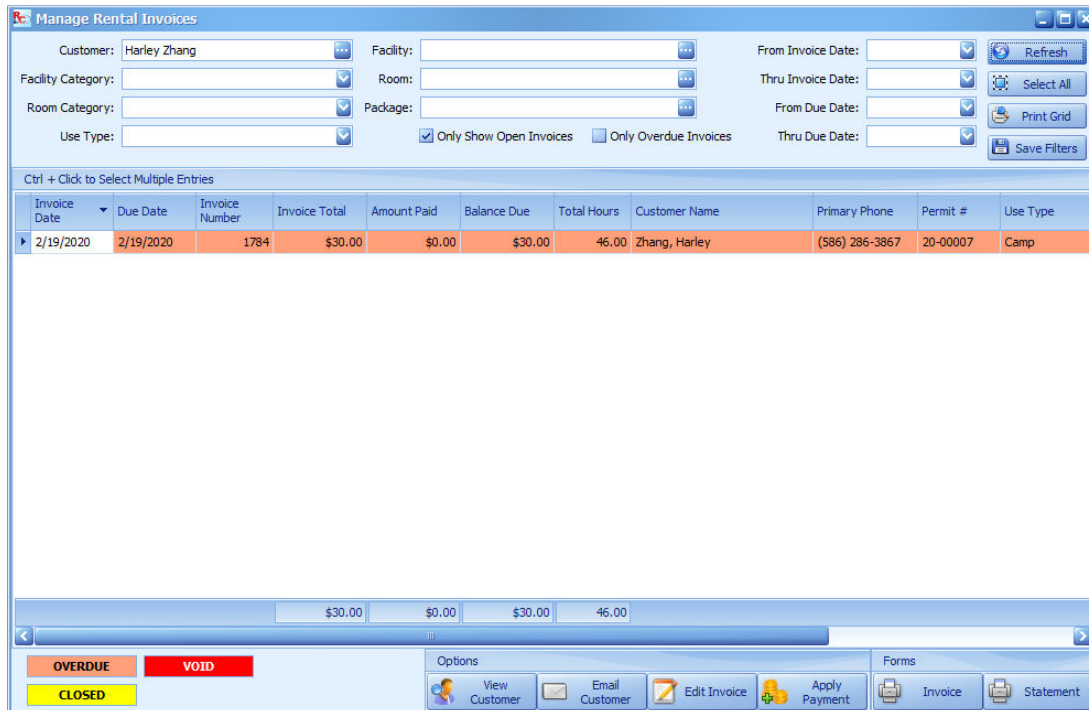
Options

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental; click **Create Invoice(s)** to generate invoice for selected record.


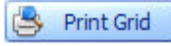
Manage Rental Invoices

From the main menu, go to **Facilities > Rentals > Manage Rental Invoices**



Invoice Date	Due Date	Invoice Number	Invoice Total	Amount Paid	Balance Due	Total Hours	Customer Name	Primary Phone	Permit #	Use Type
2/19/2020	2/19/2020	1784	\$30.00	\$0.00	\$30.00	46.00	Zhang, Harley	(586) 286-3867	20-00007	Camp

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check box: **Only Show Open Invoices**.

Click  button when highlight all items in the grid. Click  button to display grid for printing.



Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Invoice** to make changes to existing invoice; click **Apply Payment** and **ReCPro™** will automatically open **Shopping Cart** to process payment. Click **Invoice** or **Statement** button to print forms.



Facility Rental Security Deposits

From the main menu, go to **Facilities > Rentals > Security Deposits**

Permit #	Customer Name	Location / Package	Amount	Amt Paid	Due Date	Amount Returned	Contract Date	Rental Date	Rental Beg Date	Rental End Date
20-00018	R.C. Systems, Inc.	Anchor Bay High School - G...	\$100.00	\$0.00	4/14/2020	\$0.00	4/14/2020	4/15/2020	4/15/2020	4/15/2020
20-00016	R.C. Systems, Inc.	Anchor Bay High School - G...	\$300.00	\$0.00	4/10/2020	\$0.00	4/9/2020	4/16/2020	4/16/2020	4/16/2020
20-00012	ReCPro Software	Anchor Bay High School - C...	\$100.00	\$100.00	3/9/2020	\$0.00	3/9/2020	3/12/2020	3/12/2020	3/12/2020
20-00006	ReCPro Software	Sandy's Study Station - Au...	\$100.00	\$100.00	1/29/2020	\$0.00	1/29/2020	1/30/2020	1/30/2020	1/30/2020
20-00005	ReCPro Software	Sandy's Study Station - Au...	\$100.00	\$100.00	1/27/2020	\$0.00	1/27/2020	2/1/2020	2/1/2020	2/1/2020
19-00110	Leonard, Ben	Eisenhower High School - 10	\$100.00	\$100.00	11/19/2019	(\$75.00)	11/19/2019	1/24/2020	1/24/2020	1/24/2020
19-00046	EchoLand	Three Oaks Recreation Are...	\$100.00	\$100.00	5/20/2019	(\$100.00)	5/20/2019	1/25/2020	1/25/2020	1/25/2020
19-00010	Bond, James	Eisenhower High School - 10	\$100.00	\$100.00	1/23/2019	\$0.00	1/23/2019	2/10/2020	2/10/2020	2/10/2020
19-00009	Bond, James	Eisenhower High School - 10	\$100.00	\$0.00	1/23/2019	\$0.00	1/23/2019	2/8/2020	2/8/2020	2/8/2020

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check box: **Only Unpaid Deposits**, **Only Overdue Deposits**, and **Only Deposits Ready for Return**.

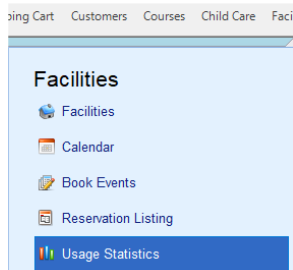
Click **Select All** button when highlight all items in the grid. Click **Print Grid** button to display grid for printing.

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental; click **Apply Payment** and **ReCPro™** will automatically open **Shopping Cart** to process payment. Click **Return Deposit** to process the return and click **Close Deposit** when the deposit refund is not fully returned (perhaps it was only a partial refund). To close it would be a manual process.



Facilities Usage Statistics

From the main menu, go to **Facilities > Usage Statistics**



Usage Statistics grid displays. Enter the **From Activity Date** and **Thru Activity Date** and use filters if user desires to narrow the search even further. Click **Refresh** button.

The Usage Statistics window includes the following filters and options:

- From Activity Date: 4/1/2020
- Thru Activity Date: 4/30/2020
- Facility: Greene Community Center
- Room: (empty)
- Facility Category: (empty)
- Customer: (empty)
- Room Category: (empty)
- Use Type: (empty)
- Include Canceled Reservations: ☐
- Include Course Reservations: ☐
- Include Booked Event Reservations: ☐
- Include Rental Options: ☒
- Include Child Care Reservations: ☐
- Time: Activity Times (selected), Reserve Times

Buttons: Refresh, Print Grid, Save Filters. Note: (The data does not include facility rental packages)

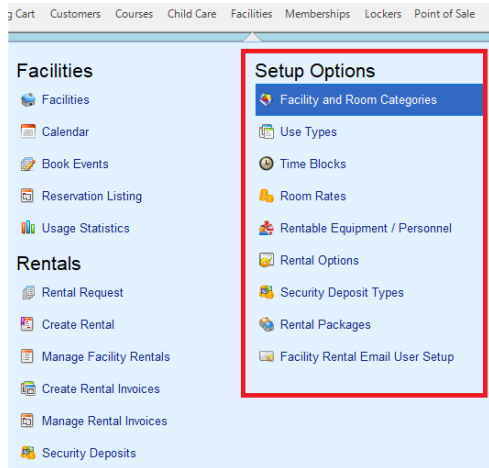
Activity Date	Permit#	Facility	Room	Use Type	Head Count	Total Hours	Rental Amount	No Charge Amount	Customer
4/3/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$680.00	\$0.00	Charles
4/6/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$0.00	\$0.00	Charles
4/7/2020	19-00075	Greene Community Center	Kay Dalton Room	Facility Rental	0	7.00	\$0.00	\$0.00	Charles
4/10/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$680.00	\$0.00	Charles
4/13/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$0.00	\$0.00	Charles
4/14/2020	19-00075	Greene Community Center	Kay Dalton Room	Facility Rental	0	7.00	\$0.00	\$0.00	Charles
4/17/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$680.00	\$0.00	Charles
4/20/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$0.00	\$0.00	Charles
4/21/2020	19-00075	Greene Community Center	Kay Dalton Room	Facility Rental	0	7.00	\$0.00	\$0.00	Charles
4/24/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$680.00	\$0.00	Charles
4/27/2020	19-00076	Greene Community Center	Kay Dalton Room	Facility Rental	15	3.00	\$0.00	\$0.00	Charles
4/28/2020	19-00075	Greene Community Center	Kay Dalton Room	Facility Rental	0	7.00	\$0.00	\$0.00	Charles
					120	52.00	\$2,720.00	\$0.00	

Buttons: Canceled

In this example, the date range was for the month of April specifically for the Greene Community Center to include all rentals. Where applicable, the statistics are given for **Use Type, Head Count, Total Hours** and **Rental Amount** per rental.

Notice the summary line at the bottom of the grid indicating the total head count, hours and rental amounts for all rentals displaying. Click **Print Grid** button to print out statistics for reporting purposes. **Summary** tab will break out the statistics even further.

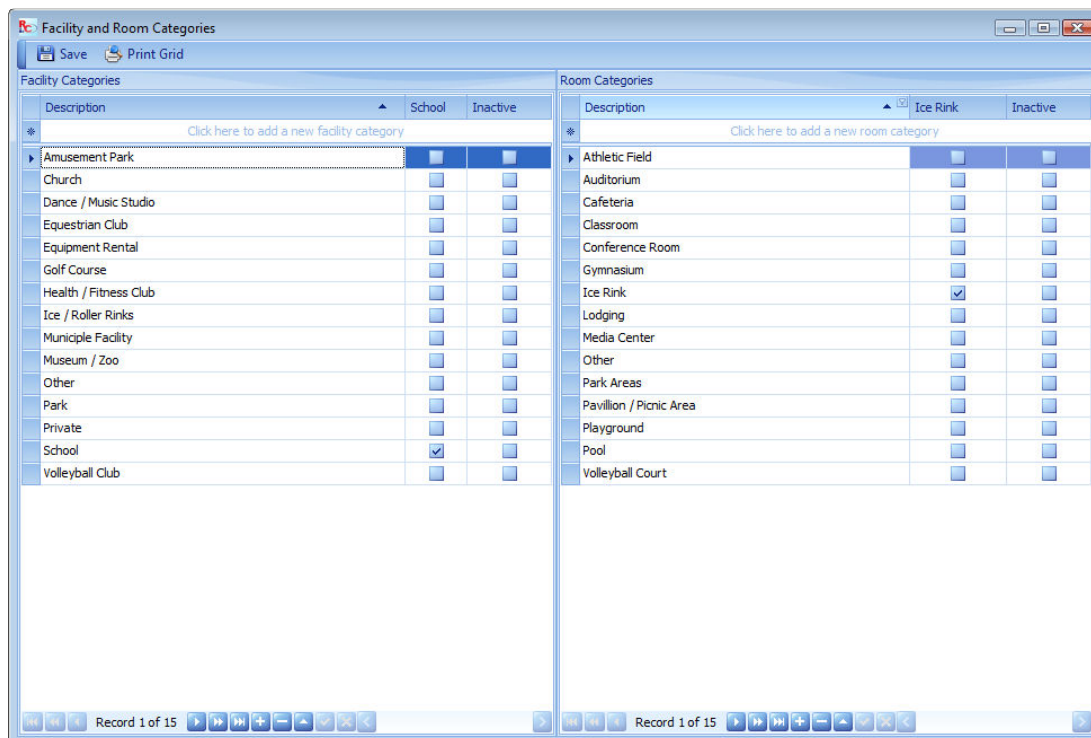
Facility Setup Options



Facility Categories and Room Categories

From the main menu, go to **Facilities > Setup Options > Facility and Room Categories**

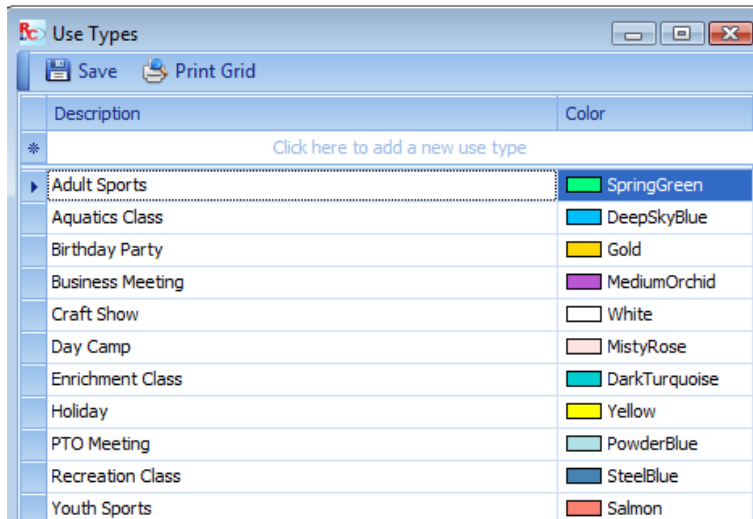
Facility and Room Categories screen displays.



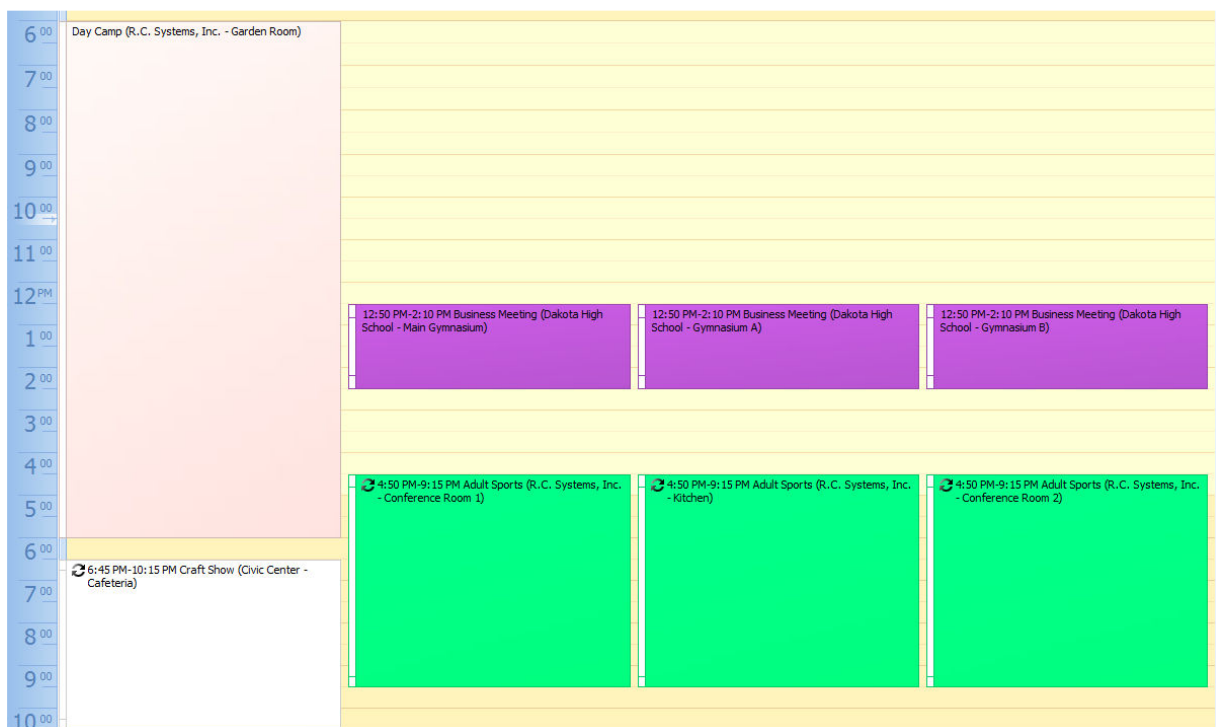
Facility Categories - Type **Description** and check the box if related to a **School**. **Inactive** should be checked instead of deleting item. **Room Categories** - Type **Description** and click **save** button. **Ice Rink** column must first be setup in **Admin**.

Use Types

From the main menu, go to **Facilities > Setup Options > Use Types**



Type **Description** and select **Color** from the drop down menu.



This will color code the **Use Types** on the **Calendar**.



Time Blocks

From the main menu, go to **Facilities > Setup Options > Time Blocks**

The purpose for **Time Blocks** is to allow the user to define the type of time frame that will determine the rate of a facility rental. **Time Blocks** create a drop down menu for the **Room Rates** (see next section).

Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Rate Type
Click here to add a new time block										
Hourly Anytime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12:00 AM	12:00 AM	Hourly
Hourly Weekday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	6:00 PM	Hourly
Hourly Weekday Evening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 PM	11:00 PM	Hourly
Hourly Weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 AM	6:00 PM	Hourly
Hourly Weekend Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 PM	11:00 PM	Hourly
Weekday Daily	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	11:00 PM	Flat
Weekday Evening Flat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 PM	11:00 PM	Flat
Weekday Flat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	6:00 PM	Flat
Weekend Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 AM	11:00 PM	Flat

Type the **Description**, check each day of the week the **Time Block** applies to. Enter **Start Time** and **End Time** and select **Rate Type** between **Hourly** or **Flat**.

Print Grid

Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Rate Type
Hourly Anytime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12:00 AM	11:59 PM	Hourly
Hourly Weekday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	6:00 PM	Hourly
Hourly Weekday Evening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 PM	11:00 PM	Hourly
Hourly Weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 AM	6:00 PM	Hourly
Hourly Weekend Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 PM	11:00 PM	Hourly
Weekday Daily	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	11:00 PM	Flat
Weekday Evening Flat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 PM	11:00 PM	Flat
Weekday Flat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 AM	6:00 PM	Flat
Weekend Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6:00 AM	11:00 PM	Flat

Click the **Print Grid** button to preview the grid and print.



When **staggered** box is not checked, type the **Resident Fee, Non-Resident Fee, Maximum Hours, Resident Overage Fee, Non-Resident Overage Fee, and Overage Rate Type**.

Important Note: Rentals up to the maximum hours are billed at the resident or non-resident rate. If the rental goes beyond the maximum hours, the excess time is billed at the resident and non-resident overage rate.

Time Block Description	Staggered	Res Fee	Non-Res Fee	Maximum Hours	Res Overage	Non-Res Overage	Overage Rate Type
Click here to add a new room rate							
Weekday Evening Flat	<input type="checkbox"/>	\$25.00	\$30.00	4.00	\$20.00	\$20.00	Flat

Customer Classification	Res Fee	Non-Res Fee	Res Overage Fee	Non-Res Overage Fee
Click here to add a new additional fee				
Commercial	\$30.00	\$35.00	\$20.00	\$20.00

Click the button to drill down to add **Additional Fees** for **Customer Classification** (such as *Commercial or Business Rates*) and **Discounts** (such as *Financial Assistance or Non-Profit*).

Rentable Equipment/Personnel

This feature will track inventory when setup with a room rental option, and attached to a specific facility room during setup.

From the main menu, go to **Facilities > Setup Options > Rentable Equipment/Personnel**

Type	Description	Qty On Hand
Click here to add a new equipment/personnel		
Equipment	Basketball	10
Equipment	Projector	4
Equipment	ReCPro Park Picnic Tables	20
Equipment	ReCPro Park Tents	2
Equipment	Scoreboard	5
Equipment	TV	5
Personnel	Janitor	5
Personnel	Scorekeeper	5

Select **Type** choice between **Equipment** and **Personnel**; type **Description** and **Quantity on Hand**; click **save** button.



Rental Options

From the main menu, go to **Facilities > Setup Options > Rental Options**

Description	Question To Be Asked	Rate Type	Non-Tax Rev Acct#	Taxable	Tax Rate	Taxable Rev Acct#	Equipment / Personnel Used	Min Use Qty	Max Use Qty
Click here to add a new option									
+ Janitor	Do you need a janitor?	Hourly	1000-Jan	<input type="checkbox"/>			Janitor	1	1
+ Mime	Do you want a mime to entertain?	Hourly	4000-NonTaxMime	<input type="checkbox"/>		4000-TaxMime	Mime	1	1
+ Projector Fee	Would you like a projector?	Flat	1000-proj	<input type="checkbox"/>			Projector	0	3
+ Scoreboard	Would you like to use the scoreboard?	Flat	1000-score	<input type="checkbox"/>			Scoreboard	0	2
+ Scorekeeper	Would you like a scorekeeper?	Hourly	1000-score	<input type="checkbox"/>			Scorekeeper	0	2
+ Setup/Take down M-Th	Do you need setup/take down?	Flat	5000-004	<input type="checkbox"/>			Janitor	1	1
+ Table Fee	Would you like a table?	Hourly	1000-Table	<input type="checkbox"/>			RePro Park Picnic Ta...	1	10

Time Block Description	Res Fee	Non-Res Fee	Maximum Hours	Res Overage	Non-Res Overage	Overage Rate Type
Click here to add a new rate						
+ Hourly Weekday	\$10.00	\$10.00	5.00	\$10.00	\$10.00	Hourly
+ Hourly Weekday Evening	\$20.00	\$20.00	5.00	\$20.00	\$20.00	Hourly
+ Hourly Weekend	\$15.00	\$20.00	0.00	\$0.00	\$0.00	Hourly
+ Hourly Weekend Evening	\$0.00	\$0.00	0.00	\$0.00	\$0.00	Hourly

Type **Description** and **Question to Be Asked**; select **Rate Type** between **Hourly** and **Flat**; add **Non-Tax Revenue Account #** if applicable or check **Taxable** box, add **Tax Rate** and **Taxable Revenue Account #**; select **Equipment/Personnel Use** from the drop down menu; add **Minimum Use Quantity** and **Maximum Use Quantity**.

Click the button to drill down to **Option Rates** and type the **Resident Fee**, **Non-Resident Fee**, **Maximum Hours**, **Resident Overage Fee**, **Non-Resident Overage Fee**, and **Overage Rate Type**.

Security Deposits

RePro™ comes equipped with the ability to collect and manage Security Deposits. The system makes the assumption that the collected Security Deposits will be part of the normal 'Bank Deposit'. If you have a policy to NOT deposit the collected Security Deposits into your bank account (meaning you simply hold on to the check and then return that same check to the customer), it is recommended that you do not use the built in Security Deposit feature that **RePro™** offers.

From the main menu, go to **Facilities > Setup Options > Security Deposits Types**

Description	Amount	Non-Tax Revenue Account#	Taxable	Tax Rate	Taxable Revenue Account#
Click here to add a new security deposit					
+ Deluxe	\$200.00	2000	<input type="checkbox"/>		
Regular deposit	\$100.00	4000-NonTaxSec	<input type="checkbox"/>		4000-TaxSec
Sandra's Security Deposit	\$50.00	2000-NonTaxRev	<input checked="" type="checkbox"/>	6.00	2000-TaxRev
Standard	\$100.00	2000	<input type="checkbox"/>		

Type **Security Deposit** and **Amount**. If applicable add **Non-Tax Revenue Account #**, check **Taxable** box, **Tax Rate** and **Taxable Revenue Account #**. Click **Save** button.



Rental Packages

Rental Package is a way to combine frequently used multiple room rentals. This creates ease for the user to select the **Rental Package** rather than register each individual room. The user can also determine a price break for **Rental Packages** if so desired.

From the main menu, go to **Facilities > Setup Options > Rental Packages**

Type Description, select **Room Rate** and **Security Deposit** from drop down menu and if applicable type **Reservation Reminder**, **Contract Notes** and **Setup Instructions**.

The screenshot shows the 'Rental Packages' window. It has a 'Save' and 'Print Grid' button at the top. Below is a table with the following columns: Description, Room Rate, Security Deposit, Reservation Reminder, Contract Notes, and Setup Instructions. The table contains two rows: 'Horse Show' with 'Horse Shows' as the room rate and 'Standard' as the security deposit, and 'Sandra's Rental Package' with 'Sandra - Room Rates' as the room rate and 'Sandra's Security Deposit' as the security deposit. Below the table is a 'Locations' tab with a search bar and a list of locations. The 'Locations' tab is currently selected, showing a search for 'Facility' and a list of locations including 'Dakota High School' and 'Gymnasium A'.

Add **Facility** and **Room** to the **Locations** tab.

The screenshot shows the 'Options' tab in the 'Rental Packages' window. It has a search bar and a table with the following columns: Option, Required. The table contains one row: 'Table Fee'. The 'Required' checkbox is checked.

Select **Options** from the drop down menu and check box only if the item is **required**.

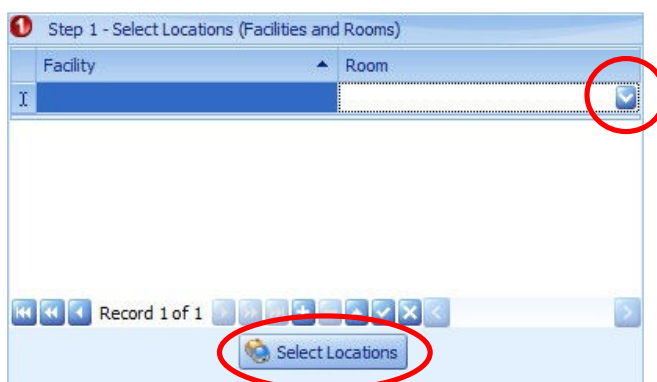
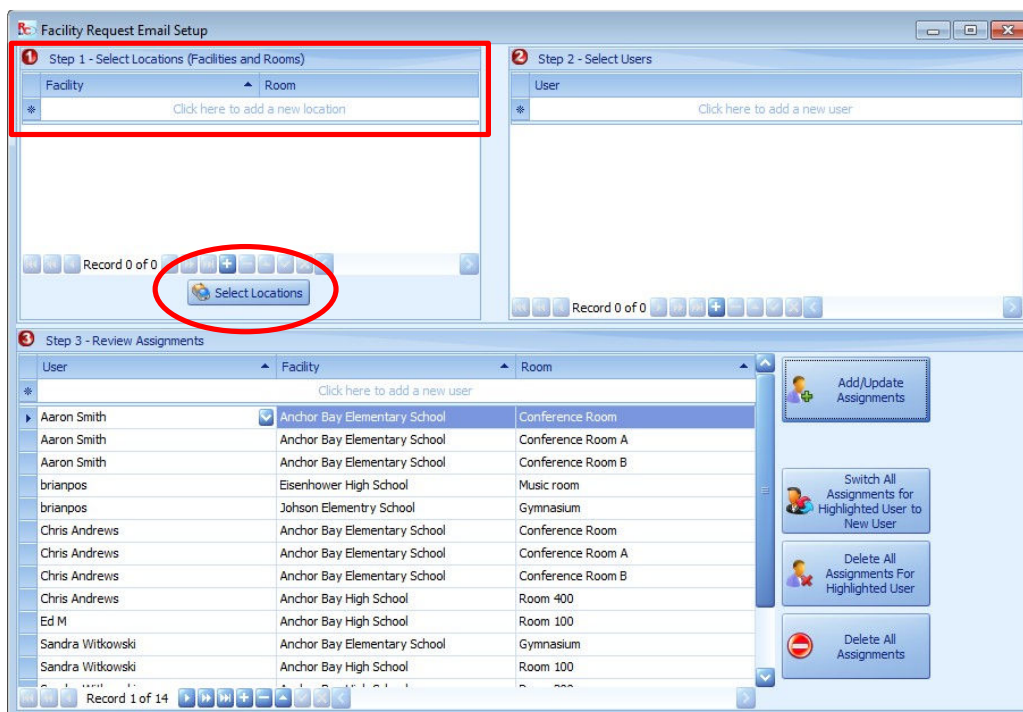
Facility Rental Email User Setup

ReCPro™ email notification system allows the user to direct the notification to the facility level or down to the rooms within the facility. This grid will automate the steps so user does not have to open every facility and room in order to setup.

From the main menu, go to **Facilities > Setup Options > Facility Rental Email User Setup**

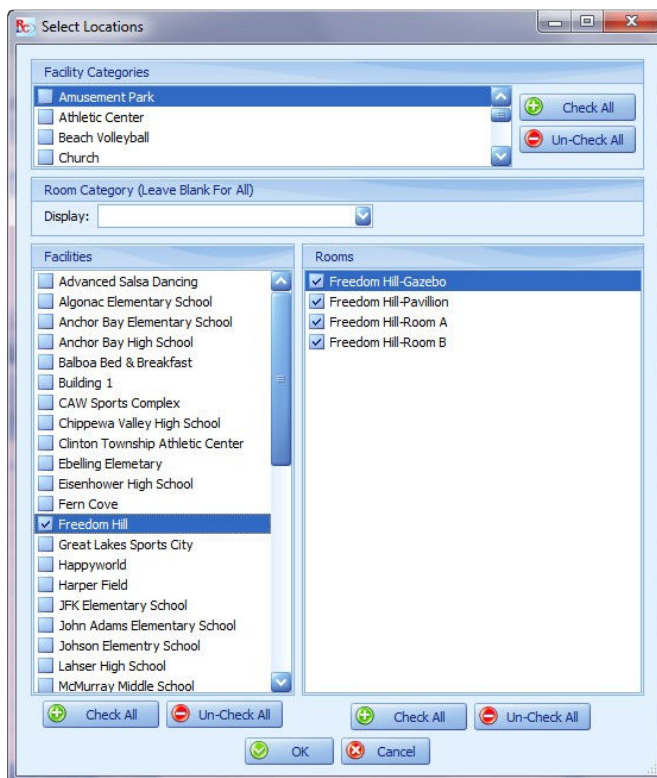
Facility Request Email Setup grid displays.

Step 1 – Select Locations (Facilities and Rooms), to add one location, click the blank line (click here to add a new location) or click **Select Locations** button to setup multiple locations simultaneously.



Select a room by clicking on the drop down arrow or click **Select Locations** button to select multiple facilities and rooms.

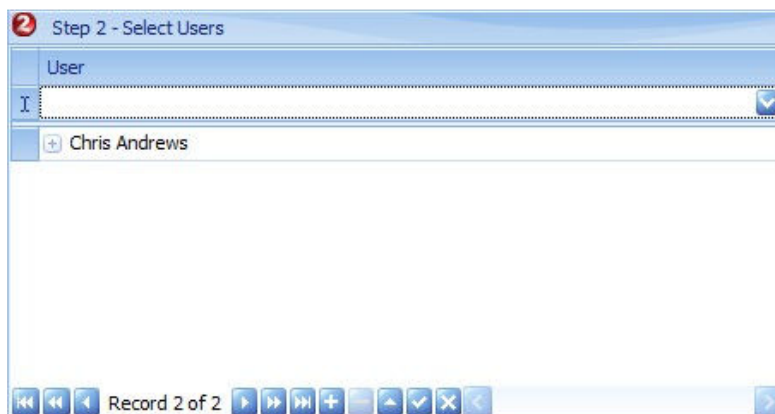
Multiple Locations – check facilities and/or rooms user email will be attached to



Click **OK** button

Step 2 – Select Users from the drop down list

The pick list is mapping from **setup > admin tools > user group setup > user ID tab**



Step 3 – Review Assignments



This is a grid with all your current users who are attached to specific facility/room email setup. Use the button on the right to **Add/Update Assignments**, **Switch** or **Delete Assignments**.

Step 3 - Review Assignments

User	Facility	Room
Click here to add a new user		
Aaron Smith	Anchor Bay Elementary School	Conference Room
Aaron Smith	Anchor Bay Elementary School	Conference Room A
Aaron Smith	Anchor Bay Elementary School	Conference Room B
brianpos	Eisenhower High School	Music room
brianpos	Johson Elementry School	Gymnasium
Chris Andrews	Anchor Bay Elementary School	Conference Room
Chris Andrews	Anchor Bay Elementary School	Conference Room A
Chris Andrews	Anchor Bay Elementary School	Conference Room B
Chris Andrews	Anchor Bay High School	Room 400
Ed M	Anchor Bay High School	Room 100
Sandra Witkowski	Anchor Bay Elementary School	Cafeteria
Sandra Witkowski	Anchor Bay Elementary School	Gymnasium

Record 1 of 15

Add/Update Assignments

Switch All Assignments for Highlighted User to New User

Delete All Assignments For Highlighted User

Delete All Assignments

This grid is a tool to conveniently review all email user setup, but it can also be done individually by starting from the main menu, go to **facilities > facilities > room tab**